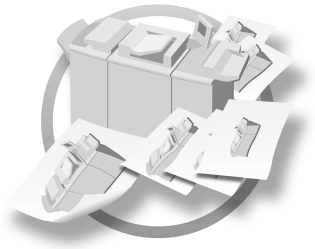
4090/40105
9002/10512
LD090/LD0105
Aficio™ 2090/2105

Operating Instructions
Copy Reference



1 Placing Originals
2 Copying
3 Troubleshooting
4 User Tools (Copier/Document Server Features)
5 Specifications

For safe and correct operation of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

The model names of the machines do not appear on the following pages. Check the type of your machine before reading this manual. (For details, see p.2 “Machine Types”.)

- Type 1 : 4090/9002/LD090/Aficio 2090
- Type 2 : 40105/10512/LD0105/Aficio 2105

Certain types may not be available in some countries. For details, contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the manufacturer recommends that you use manufacturer-genuine toner from the supplier.

The manufacturer shall not be responsible for any damage or expense that may result from use of parts other than manufacturer-genuine parts.

Power Source

- 208 - 240V, 60Hz, 20A

Be sure to connect the power cord to a power source as above. For details about the power source, see “Power Connection”, *General Settings Guide*.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:

- CD-ROM 1 “Operating Instructions for Printer / Scanner”
- CD-ROM 2 “Scanner Driver & Document Management Utilities”

❖ **General Settings Guide**
Provides an overview of the machine.
It also describes System Settings (such as paper trays and user codes settings), Document Server functions, and troubleshooting.

❖ **Network Guide (PDF file - CD-ROM1)**
Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference (this manual)**
Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Printer Reference 1**
Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

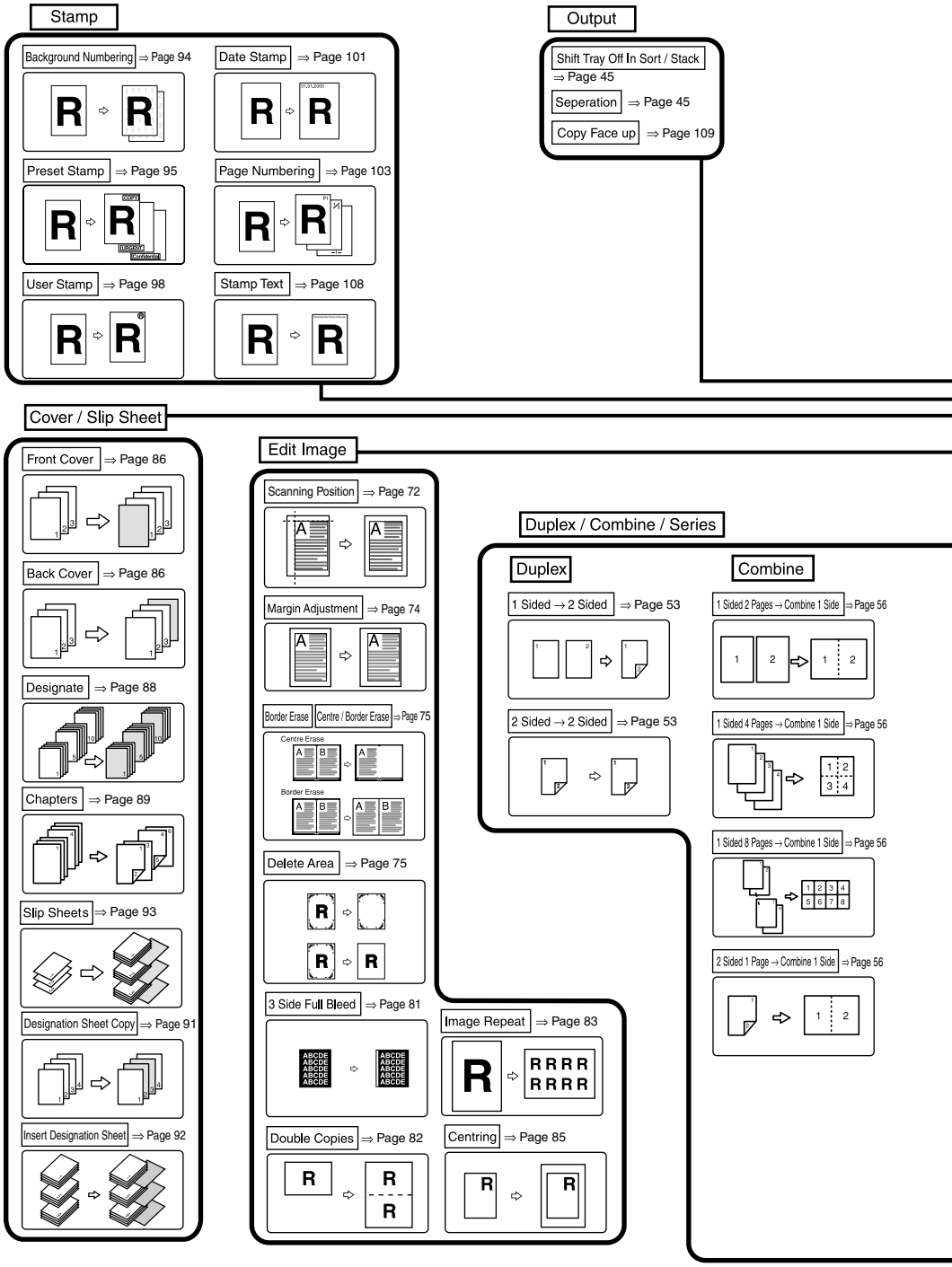
ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

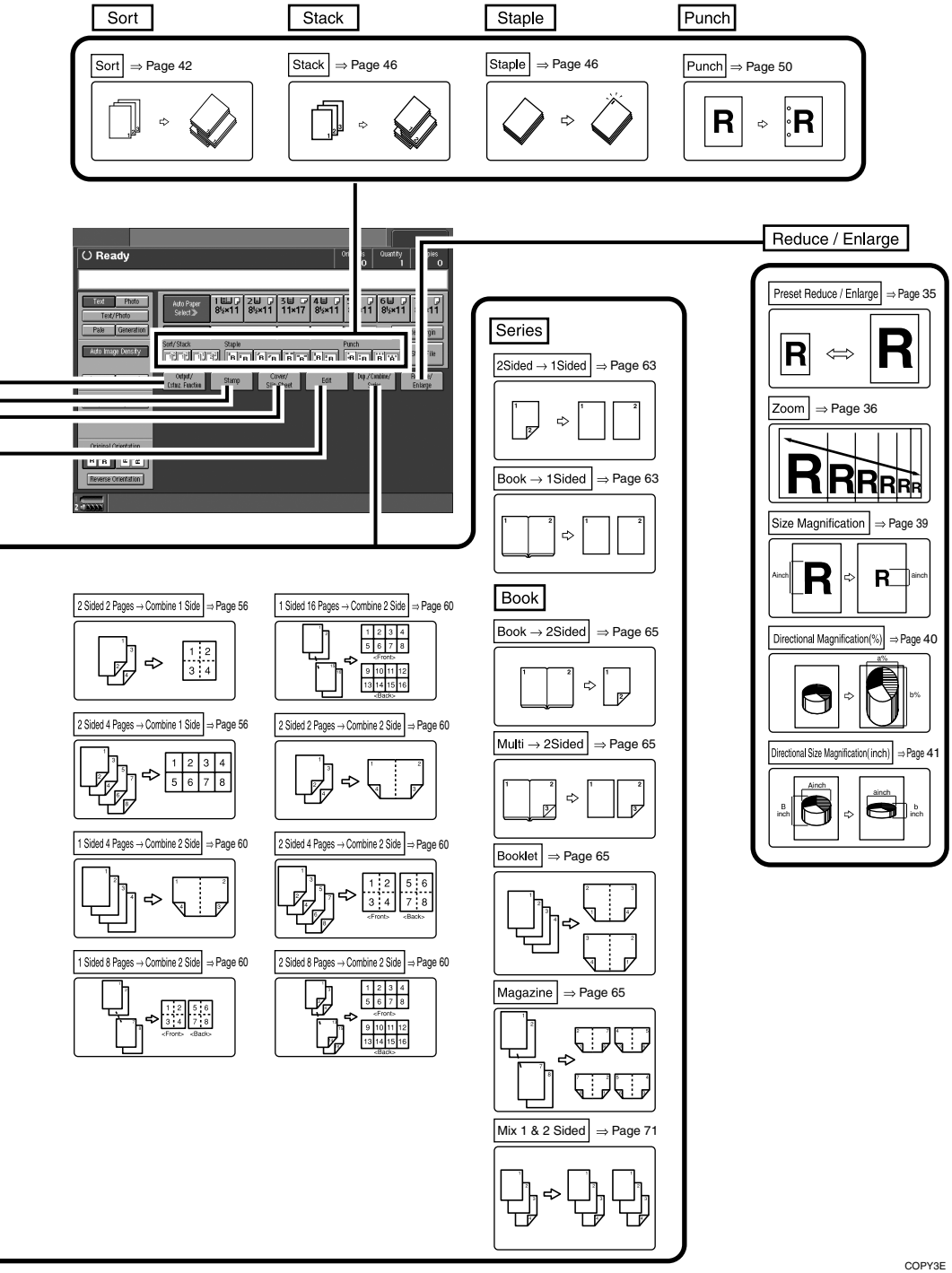
- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

What You Can Do with This Machine

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COPY3E

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How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section, *General Settings Guide*.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury if you use the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section, *General Settings Guide*.

- WARNINGS and CAUTIONS are notes for your safety.

Important
If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the information or preparation required before operating.

Note
This symbol indicates precautions in operation or actions to take after mal-operation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

Notice

- The image of the display panel may differ depending on installed options.

Machine Types

This machine comes in two models that differ by in copy speed. To determine which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	90 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	105 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

Functions that Require Options

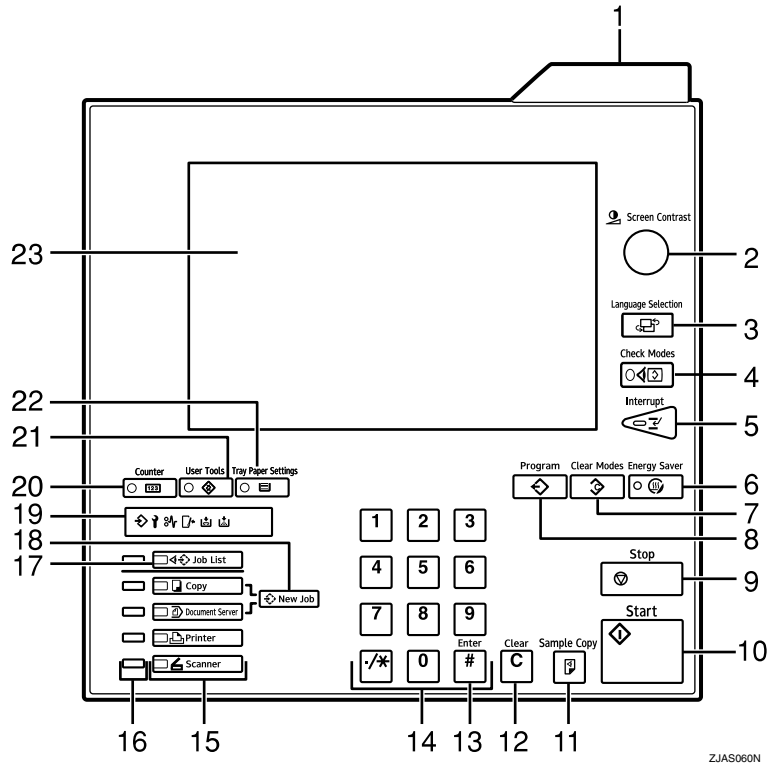
Available functions depend on the configuration of your machine and which options you have. See the table below.

❍Required options

Functions		Copying onto Tab Stock	Shift Sort	Stack	Staple	Staple (Saddle Stitch)	Punch
Options	Large Capacity Tray (LCT)	❍					
	Booklet finisher		❍	❍	❍	❍	❍ *1
	Finisher 3000B (100-sheet staples)		❍	❍	❍		❍ *1

*1 To use the Punch function, you need the optional punch unit.

Control Panel



1. Status indicator

Machine status is described by this indicator. By default, this indicator is turned off. You can select to light the status indicator. For more information, see "Control Panel", *General Settings Guide*.

Colour	Status
Off	Main Power Switch is tumed off or ready to make copies
Flashing green	Scanning originals
Lit green	Copying (Ready to scan originals)
Flashing red	Toner has nearly run out
Lit red	Paper jam or other malfunctions

2. 【Screen Contrast】 key

Adjusts the brightness of the display panel.

3. 【Language Selection】 key

Press to change the language of the display.

4. 【Check Modes】 key

Press to check the entered copy job settings.

5. 【Interrupt】 key

Press to make interrupt copies during a copy run. See p.21 "Interrupt Copy".

6. 【Energy Saver】 key

Press to switch to and from Energy Saver mode.

7. 【Clear Modes】 key

Press to clear any previously entered copy job settings.

8. 【Program】 key

Press to register or recall a program. See p.112 “Programs”.

9. 【Stop】 key

Press to stop a copy job or storing data in the machine in progress.

10. 【Start】 key

Press to start copying or storing data in the machine.

11. 【Sample Copy】 key

Press to make a single sample copy set before starting a long copy run. By checking the finished set and making any necessary changes to image quality settings before you make multiple copies, you can save time and paper. See p.43 “Sample copy”.

12. 【Clear】 key

Press to delete a number entered.

13. 【#】 key

Press to enter a value or confirm a setting.

14. Number keys

Use to enter the desired number of copies and data for selected modes.

15. Function keys

Press the appropriate key to select any of the following function keys:

- Copier
- Document Server
- Printer
- Scanner

16. Function status indicator

These show the status of the functions.

- Green: the function is active.
- Red: the function has been interrupted.

17. 【Job List】 key

Shows the job list for a copy job or jobs stored in the Document Server.

18. 【New Job】 key

Use this key to set up the next copy job while a copy job or storing data in the Document Server is in progress.

19. Indicators

These indicators show the status of the machine. See “Control Panel”, *General Settings Guide*.

: Data In indicator.

: Service Call indicator

: Misfeed indicator.

: Open Cover indicator

: Add Staple indicator.

: Add Toner indicator.

20. 【Counter】 key

Press to check the total number of copies made.

See “Counter”, *General Settings Guide*.

21. 【User Tools】 key

Press to access the User Tools menu where you can customize default settings.

22. 【Tray Paper Settings】 key

Specify the tray to supply paper for output.

23. Display panel

Shows operation status, error messages, and function menus. See “Display Panel”, *General Settings Guide*.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where original is set	Original size	Original weight
Exposure glass	Up to A3	--
Auto Document Feeder (ADF)	1-sided originals: A3 – A5	52 – 128 g/m^2
	2-sided originals: A3 – A5	52 – 105 g/m^2
	Thin Paper mode: A3 – A5	40 – 128 g/m^2

❖ Inch version

Where original is set	Original size	Original weight
Exposure glass	Up to 11" × 17"	--
Auto Document Feeder (ADF)	1-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	14 – 34 lb. Bond
	2-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	14 – 28 lb. Bond
	Thin Paper mode: 11" × 17" – $5^1/_2$" × $8^1/_2$"	11 – 34 lb. Bond

Non-recommended originals for the Auto Document Feeder (ADF)

Setting the following types of originals in the ADF can cause misfeeds or damage to the originals. Place these kinds of originals on the exposure glass instead.

- Originals of inappropriate weight or size, see above
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Coated originals, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin, highly flexible originals
- Bound originals, such as books
- Transparent or translucent originals, such as OHP transparencies or tracing paper

Note

❒ If you place such originals as becoming faded by rubbing, the originals may become dirty.

Sizes Detectable by Auto Paper Select

❖ Metric version

Size / Where Original Is Set	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯	A5 ▭	11 " × 17" ▭	8 1/2" × 13" ▭ *2	8 1/2" × 11" ▯ ▭	8K ▭ *1	16K ▯ ▭ *1
Exposure glass	❍	❍	❍	❍	×	❍	×	❍	×	×	×
ADF	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍

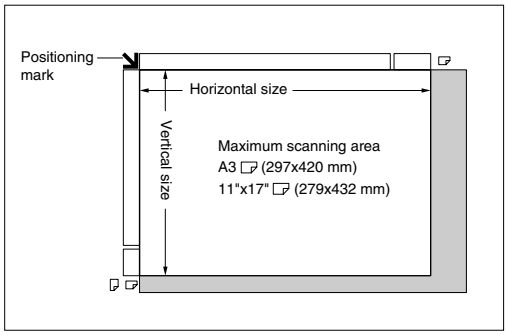
❖ Inch version

Size / Where Original Is Set	A4 ▯ ▭	11" × 17" ▭	11" × 15" ▭	10" × 14" ▭	8 1/2" × 14" ▭	8 1/2" × 13" ▭ *2	8 1/2" × 11" ▯ ▭	8" × 10" ▭	5 1/2" × 8 1/2" ▯	5 1/2" × 8 1/2" ▭
Exposure Glass	×	❍	×	×	❍	×	❍	×	❍	×
ADF	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍

*1 8K = 390 mm × 267 mm
16K = 267 mm × 195 mm

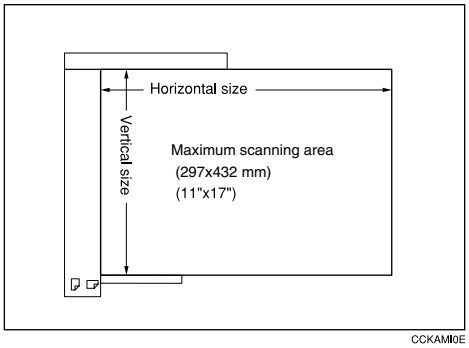
*2 You can select from 8 1/2" × 13", 8 1/4" × 13", and 8" × 13" with the User Tools (System Settings). See "Original: <F/F4> Size Setting", *General Settings Guide*.

❖ Exposure glass



CP01AEE

❖ ADF



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Sizes difficult to detect

It is difficult for the machine to automatically detect the sizes of the following types of originals, so select the paper size manually instead.

- Originals with indexes, tags, or other projecting parts
- Transparent or translucent originals, such as OHP transparencies or tracing paper
- Dark originals, with many letters and drawings
- Originals that partially consist of solid images
- Originals that have solid images running to their edges
- Originals other than those marked ❍ in the table p.8 “Sizes Detectable by Auto Paper Select”.

Missing Image Area

Even if you correctly place originals in the ADF or on the exposure glass, 5 mm (0.2") margins on all four sides might not be reproduced.

Placing Originals

Note

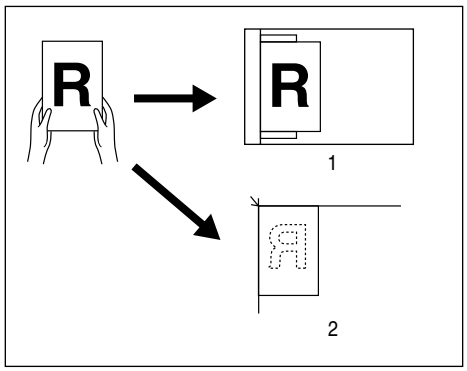
❒ Place originals only after any correction fluid or ink have completely dried. Not taking this precaution may result in a dirtied exposure glass and blemished copies.

Reference

For document sizes you can set, see p.7 “Originals”.

Original Orientation

When you place the original into the ADF, lay it face up so you can see the print. When you place the original on the exposure glass, lay it face down.



1. **ADF**

2. **Exposure glass**

You can place the original orientation in the following ways.

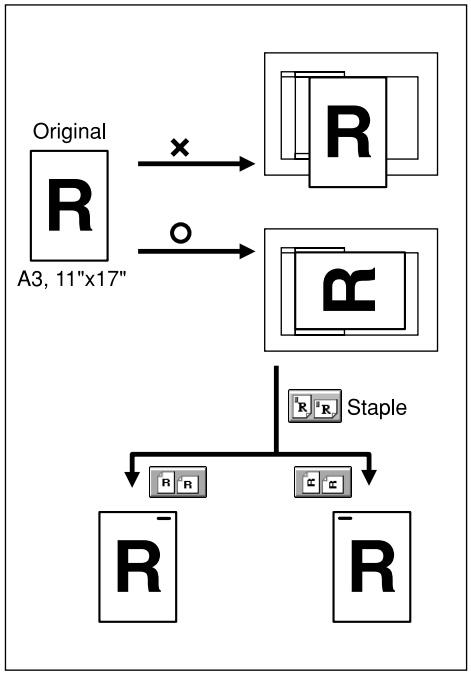
❖ **Standard Orientation**

Select this when the original orientation is the same as the copy paper orientation.

❖ 90° Turn

This function rotates the copy image by 90°. If you cannot place originals as described because the size is A3 or A4, or because of specific circumstances, you cannot staple copies. In such cases, select [ ].

Example: When you want to staple copies, but you cannot select [ ] because the original size is A3 (11" × 17"), selecting [ ] enables you to staple copies correctly.



Note

❒ It is recommended you use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.

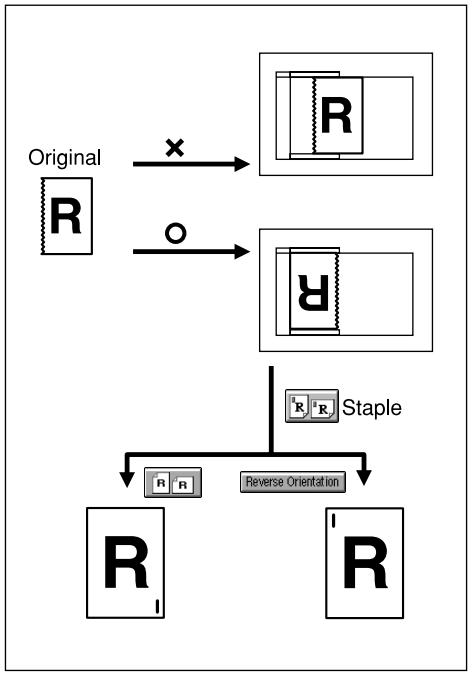
1 Select the original orientation (or).

1

Reverse orientation

This function rotates the copy image by 180° (or).

This is useful for copying torn originals. For example, if the left side of the original is damaged and is difficult to set, position it as shown below.



1 **Press [Reverse Orientation].**

Note

❒ It is recommended you use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.

❒ Copy results may differ depending on the combination of selected functions.

Placing Originals on the Exposure Glass

Reference

When you place originals on the exposure glass, you can specify the way copies are delivered. See p.139 “Eject Copy Face Up/Down in Glass”.

1 **Lift the exposure glass cover or ADF.**

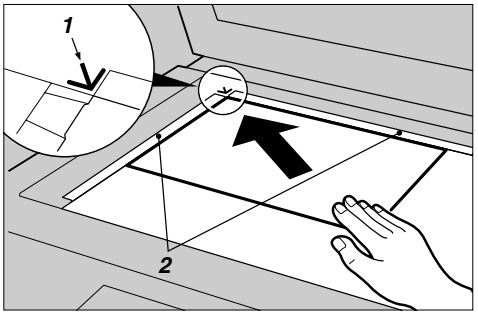
Important

❒ Do not lift the exposure glass cover or ADF forcefully. Otherwise, ADF cover might open or be damaged.

Note

❒ Be sure to lift the exposure glass cover or ADF to an angle of more than 30°. Otherwise, the size of the original might not be correctly detected.

2 **Place the original face down on the exposure glass. The original should be aligned against the rear left corner.**



1. **Positioning mark**

2. **Left scale**

Note

❒ Start with the first page to be copied.

3 **Lower the ADF.**

Placing Originals in the Auto Document Feeder (ADF)

Settings should be made in the following situations:

1

❖ **When placing originals of more than 100 pages:**
See p.15 “Batch mode”.

❖ **When placing originals one by one:**
See p.16 “SADF mode”.

❖ **When copying originals of various sizes:**
See p.16 “Mixed size mode”.

❖ **When copying originals onto thin paper**
See p.17 “Thin mode”.

❖ **When placing custom size originals:**
See p.18 “Placing custom size originals”.

Important

❒ If you turn on the machine with an original left on the exposure glass and started copying while placing originals in the ADF, a paper jam will occur. Before turning the machine on, check there is no original left on the exposure glass.

Note

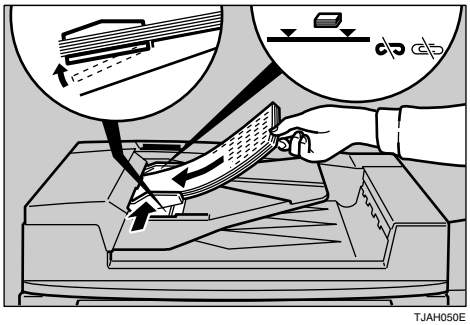
❒ Do not stack originals over the limit mark on the inner side wall of the ADF.

❒ The last page should be on the bottom.

❒ To copy thin originals of 40 to 52 g/m^2 (35 to 45 kg), two or more originals may be fed at a time, and be damaged. To avoid this, place originals one by one in the ADF, or place an original on the exposure glass.

1 Set the document guide to the original size.

2 Align the edges of the original and place it in the ADF with the side to be copied facing up.



TJAH050E

1. **Limit mark**

2. **Document guide**

Note

- ❒ Once the bottom plate of the ADF rises, do not place or insert originals in the ADF.
- ❒ Straighten curls in the original before placing it in the ADF.
- ❒ To prevent multiple sheets being fed at once, fan stacks of originals before placing then in the ADF.
- ❒ Place the original squarely.
- ❒ You can set the rise time of the bottom plate of the ADF. See "ADF Original Table Elevation", *General Settings Guide*.

Batch mode

In batch mode, the machine copies originals of more than 100 pages as a single document, even if it is placed in the ADF in sections.

Important

- ❒ Place special originals, such as translucent paper, individually.

1 **Press [Special Original].**

Note

- ❒ You can also set to display **[Batch]** in initial settings. See p.129 "Special Original Display".

2 **Press [Batch], and then [OK].**

3 **Place the first section of the original, and then press the [Start] key.**

4 **After the first section of the original has been fed, place the next, and then press the [Start] key.**

5 **If Sort, Combine, or 1 Sided→2 Sided function is used, press the [#] key after all of the originals have been fed.**

Note

- ❒ If you want to copy subsequent originals in this mode, repeat step **4**.

SADF mode

In SADF mode, each page is automatically fed when placed, even when an original is placed page by page.

1

1 Press [Special Original].

Note

❒ You can also set to display **[SADF]** in initial settings. See p.129 "Special Original Display".

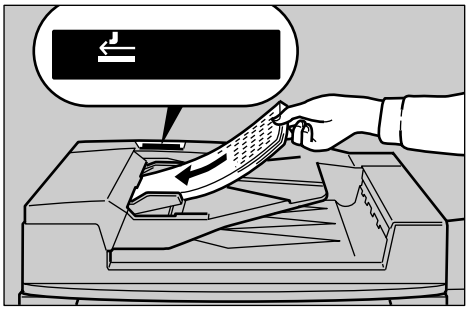
2 Press [SADF], and then [OK].

3 Place one page of the original, and then press the 【Start】 key.

The Auto Feed indicator appears on the display.

4 After all of the originals have been fed, make sure the Auto Feed indicator is lit, and then place the next page of originals.

The second and subsequent pages of originals will be fed automatically without pressing the 【Start】 key.



TJAH010E

Reference

You can set the period to make the Auto Feed indicator keep lit after an original is fed, to indicates that it is ready for another original. See p.139 "SADF Auto Reset".

Mixed size mode

When you place different size originals in the ADF at the same time, the machine automatically checks their sizes and makes copies.

Note

❒ When placing originals of different sizes in the ADF and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper jams may occur.

❒ The sizes of originals that can be placed together with this function are as follows:

Metric version	A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 13"□, 8 1/2" × 11"□, 8 K□, 16 K□□
Inch version	A4□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2□□, 8" × 10"□, 11" × 15"□, 10" × 14"□, 8 1/2" × 13"

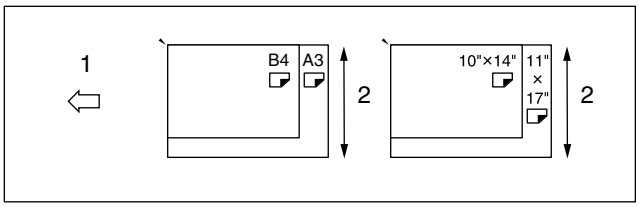
1 **Press [Special Original].**

Note

❒ You can also set to display **[Mixed Size]** in initial settings. See p.129 "Special Original Display".

2 **Press [Mixed Sizes] and then [OK].**

3 **Align the rear and left edges of originals as shown in the illustration.**



1. **Place into the ADF.**

2. **Vertical size**

4 **Adjust the guide to the widest original size.**

5 **Place aligned originals face up into the ADF.**

6 **Press the [Start] key.**

Thin mode

Use Thin mode for copying thin originals using the ADF.

1 **Press [Special Original].**

Note

❒ You can also set to display **[Thin Paper]** in initial settings. See p.129 "Special Original Display".

2 **Press [Thin Paper], and then [OK].**

3 **Place originals face up into the ADF.**

4 **Press the [Start] key.**

Placing custom size originals

When placing custom size originals in the ADF, specify the size of the originals.

1

Note

❒ Paper with a vertical length of 128–297 mm (5.1" – 11.6") and a horizontal length of 128–432 mm (5.1" – 17.0") can be placed with this function.

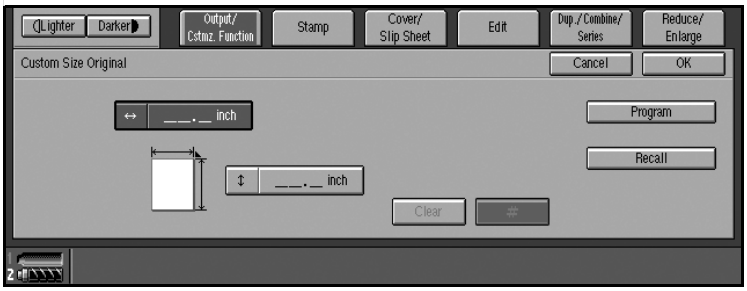
1 **Press [Special Original].**

Note

❒ You can also set to display **[Custm Size]** in initial settings. See p.129 "Special Original Display".

2 **Press [Custm Size], and then [OK].**

3 **Enter the horizontal size of the original using the number keys, and then press the [#] key.**



Note

❒ If you make a mistake, press **[Clear]**, and then enter the value again.

4 **Enter the vertical size of the original using the number keys, and then press the [#] key.**

Note

❒ To store the specified size, press **[Program]**, and then **[Exit]** in the confirmation dialog box.

5 **Press [OK].**

6 **Place originals, and then press the [Start] key.**

Note

❒ You can also select the Special Original function by pressing **[Output/Cstmz. Function]**.

Basic Procedure

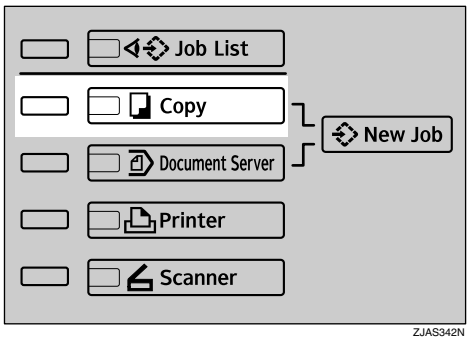
1 **When the machine is set for user codes, enter a user code using the number keys, and then press the [#] key.**

Reference

For Users Codes, see "User Codes", *General Settings Guide*.

2 **Make sure the machine is in Copy mode.**

Press the copy function key.



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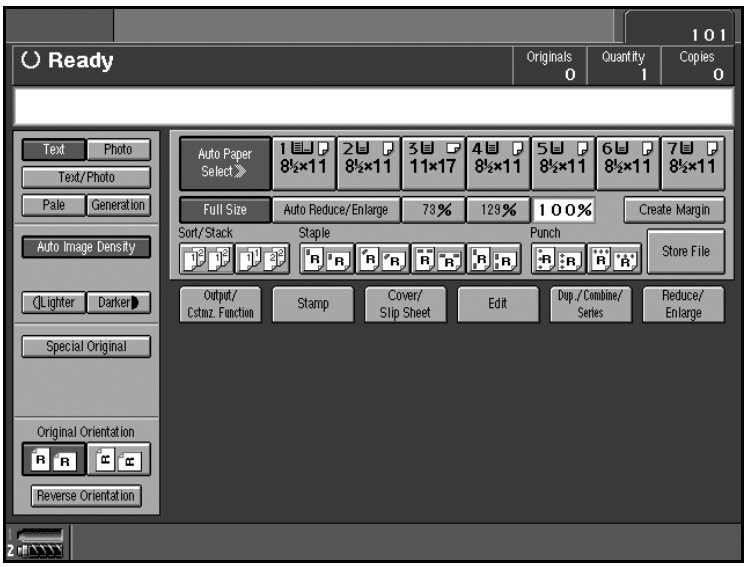
❖ **Initial copy display**



3 **Make sure no previous settings remain.**

Note

❒ To clear previous settings, press the **【Clear Modes】** key.

4 **Place originals.**

Reference

See p.10 “Placing Originals”.

5 **Make the desired settings.**

6 **Enter the required number of copies using the number keys.**

Note

❒ The maximum copy quantity can be set between 1 and 9999 (default: *9999*).
See p.126 “Max. Number of Sets”.

7 **Press the 【Start】 key.**

The machine starts copying.

Note

❒ When placing an original on the exposure glass or in the ADF using batch or SADF mode, press the **【#】** key after all have been scanned.

Reference

You can select to have copies delivered either face up or face down. See p.139 “Eject Copy Face Up/Down in Glass” in “Input Output”.

How to Operate

❖ **To stop the machine during a multi-copy run.**
Press the **【Stop】** key.

❖ **To return the machine to the default condition after copying.**
Press the **【Clear Modes】** key.

❖ **When clearing entered values.**
Press the **【Clear】** key, or **[Clear]** on the display.

❖ **To confirm settings.**
Press the **【Check Modes】** key.

Auto Start

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Place originals.

3 Press the 【Start】 key.

Copying Starts automatically when the 【Start】 key indicator flashes red and green indicating copy-readiness.

Interrupt Copy

Use this function to interrupt a long copy job to make urgently needed copies.

Note

❒ The procedure for making interrupt copies depends on the kind of operation the machine is currently carrying out.

❒ You can use Document Server mode during Interrupt Copy.

❒ The previous copy job settings will be restored and the machine will continue copying from where it left off.

1 Press the 【Interrupt】 key.

When the machine stops scanning

❶ Remove copied originals and place originals you want to copy.

❷ Press the 【Start】 key.

The machine starts making copies.

❸ When the copy job is finished, remove originals and copies.

❹ Press the 【Interrupt】 key again.

The Interrupt indicator goes out.

❺ When the display prompts you, place the remaining originals again before interrupting.

❻ Press the 【Start】 key.

When the machine continues copying

❶ Place the originals you want to copy.

❷ Press the 【Start】 key.

The machine stops the other job and starts copying the new original.

❸ **When copying is complete, remove originals and copies.**

❹ **Press the 【Interrupt】 key again.**

The Interrupt indicator goes out.

Left Original Beeper

The error message appears if you leave originals on the exposure glass after copying.

Job Preset

You can set up next copy content during copy.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically. You can set up to 10 copy jobs.

Note

❒ If the status indicator of the control panel is blinking in red, paper jam is occurring in the current copy job. Display the current job screen.

Reference

You can set the length of interval between the end of a job and the start of a new job with the User Tools. For setting the time interval, see "Time Interval between Printing Jobs", *General Settings Guide*.

You can select the display when you press the 【New Job】 key or **[New Job]**. See p.126 "Reverse Job Mode".

1 Press the 【New Job】 key or [New Job] when "Copying" appears.

2 Set up the next copy job.

3 Place the originals in the ADF, and then press the 【Start】 key.

All originals are scanned.

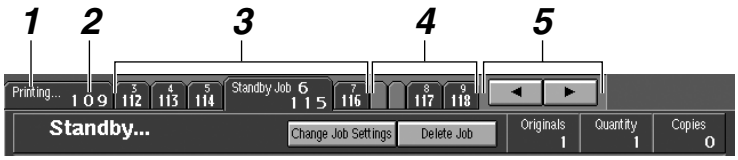
After the current copy job, the next job starts automatically.

Note

❒ Each copy job set up is stored with a job number in the preserved job screen.

Job Preset display

The preset jobs appear as shown below.



1. **Job being printed**
2. **Job number**
3. **Waiting Job**
4. **Job set up with other functions**
5. **Scroll keys**

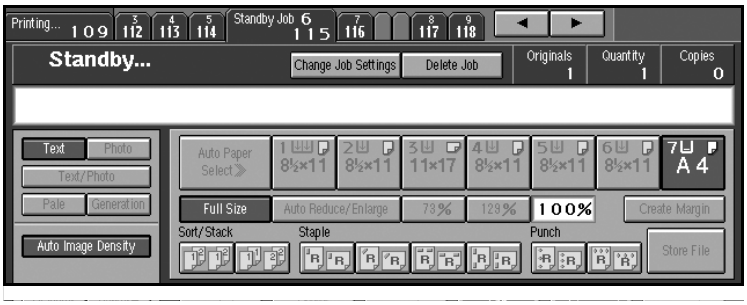
Note

❒ When more than ten jobs are set up including jobs for other functions.

Editing job preset

You can check and change the contents of preset jobs. You also can delete preset jobs.

1 Select the job number you want to check or change.



2 Press [Change Job Settings].

To check job contents

1 Check contents.

2 Press [OK].

The copy screen returns.

To change job contents after checking

1. **Check job contents.**
2. **Change contents, and then press [OK].**
3. **Press [Yes] in the confirmation dialog box.**
   You return to the copy screen.

To delete a job after checking its contents

1. **Check job contents.**
2. **Press [Delete Job].**
   A confirmation message appears.

   Note
   ❒ To interrupt copying, press **[Stop Printing]** at the right bottom of the display, and then proceed to step 3.
3. **Press [Yes].**
   You return to the copy screen.

Deleting a job

1. **Select the number of you want to delete.**
2. **Press [Delete Job].**
3. **Press [Yes] in the confirmation dialog box.**
   You return to the copy screen.

Copying onto Special Paper

Copying onto OHP transparencies

To make copies onto OHP transparencies, you need to specify the paper type. For details, see "Paper Tray Settings", *General Settings Guide*.

1 **Select the paper tray in which the OHP transparencies are loaded.**

Note

❒ You can not set the OHP transparencies into the optional A3/11" × 17" tray unit if it is installed in Tray 1.

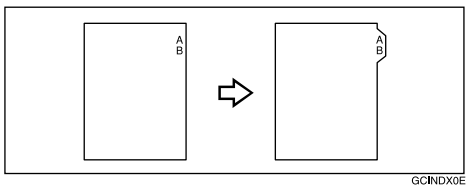
2 **Place originals, and then press the [Start] key.**

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

Copying onto tab stock

You can copy onto tab stock.

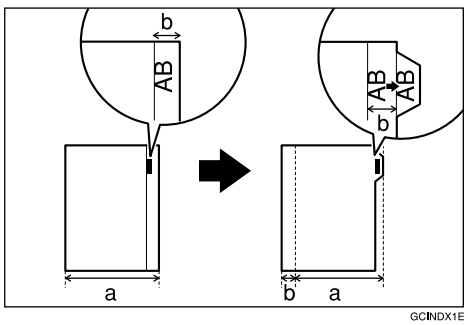


Preparation

Before using this function, set the tray for tab stock and set the position of the index tab. See "Paper Type", *General Settings Guide*.

You can set the tab stock in the LCT (Trays 4-5) and multi bypass tray (Tray 7).

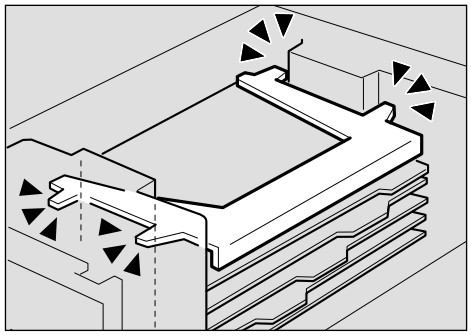
Check the position of the index tab to avoid the image being sheared. See "Paper Tray Settings", *General Settings Guide*.



Important

❒ Set the tab stock in the tray placing the tab side outwards.

❒ When you set tab stock in the tray, always use the end fence.



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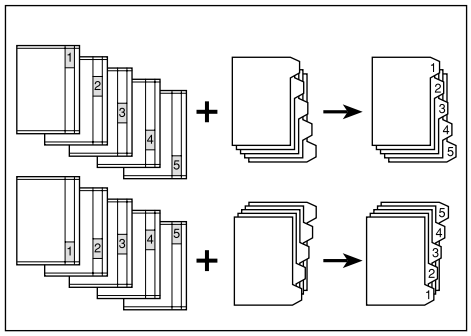
❒ Tab stocks are always brought from top.



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❒ When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.

1 Select the paper tray where the tab stock is set.

2 Place originals, and then press the【Start】key.

Copying from the Multi Bypass Tray (Tray 7)

The multi bypass tray (Tray 7) can be used the same way as other trays. Also, thick paper of larger than A4 ($8^1/_2$" × 11") size is available.

Note

❒ You cannot use the label paper in the multi bypass tray (Tray 7).

❒ The sizes of paper you can use with the multi bypass tray (Tray 7) are as follows.

Metric version	• Vertical: 139 – 305 mm • Horizontal: 139 – 458 mm
Inch version	• Vertical: 5.5" – 12.0" • Horizontal: 5.5" – 18″

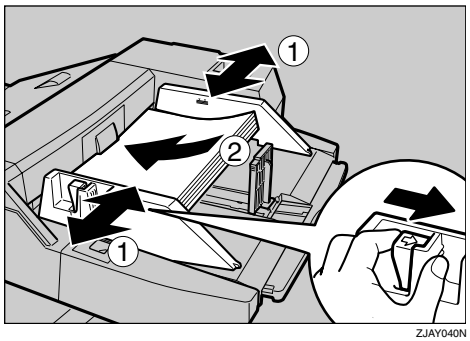
❒ The machine can automatically detect the following sizes as standard size copy paper.

Metric version	A3□, B4□, A4□ ▯, B5 ▯, A5 ▯ □, 11" × 17"□, 11" × $8^1/_2$" ▯, $5^1/_2$" × $8^1/_2$"□, 8" × 13"□
Inch version	A3□, B4□, A4 ▯, B5 ▯, A5□, 11" × 17"□, $8^1/_2$" × 11"□ ▯, $5^1/_2$" × $8^1/_2$"□ ▯, 8" × 13"□

❒ The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit.

❒ If you want to use a size of paper other than those in the above table, be sure to specify the size. See p.29 “When copying onto regular size paper”.

1 Set the side fences (①) to the paper size.



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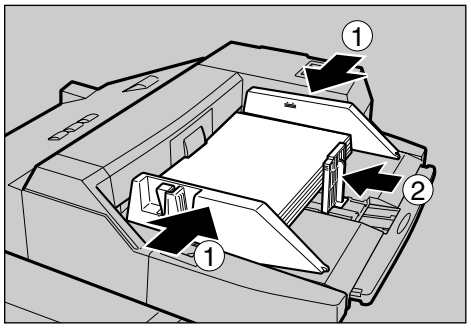
2 Place paper in the multi bypass tray (Tray 7).

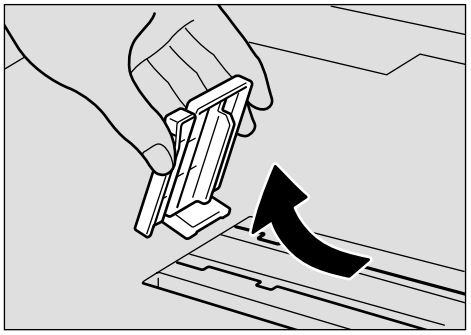
3 **Fit the side fence to the paper, and then set the end fence (②).**



ZJAY050N

Note

❒ To remove the end fence, slide it to the left.



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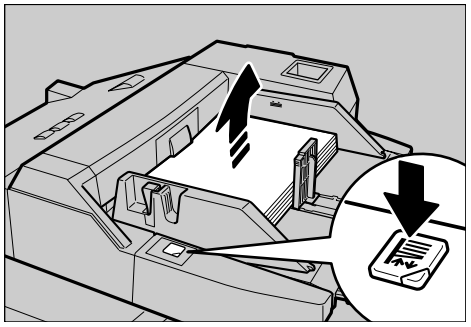
4 **Press the elevator switch on the multi bypass tray (Tray 7).**



ZJAY060N

Note

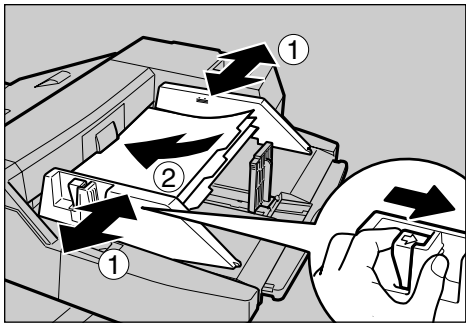
❒ The green lamp of the elevator switch is blinking while the tray is going up and down, and keeps lit when it stops.

❒ Press the elevator switch to move down original table if you want to either add paper or remove jammed ones.

5 **Select Tray 7 on the control panel.**

Setting the tab stock in multi bypass tray (Tray 7)

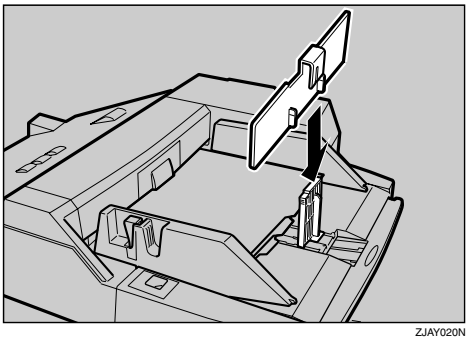
❶ **Set the side fences to the paper size.**



ZJAY010N

❷ **Set the tab stock in the multi bypass tray (Tray 7), and fit the side fences to the tab stock.**

❸ **Attach the back fence to the end fence, and then set the end fence.**



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❹ **Select [Tab Stock] in special paper settings.**

Reference

p.30 “When copying onto special paper”

When copying onto regular size paper

❶ **Press the 【#】 key.**

❷ **Press [Select Regular Size].**

❸ **Select the paper size.**

❹ **Press [OK].**

When copying onto custom size paper

❶ **Press the 【#】 key.**

❷ **Press [Program Custom Size].**

❸ **Enter the vertical size of the paper using the number keys, and then press [#] or the 【#】 key.**

❹ **Enter the horizontal size of the paper using the number keys, and then press [#] or the 【#】 key.**

Note

❒ To register the custom size entered, press **[Program]**, and then press **[Exit]**.

When copying onto special paper

❶ **Press the 【#】 key.**

❷ **Select paper type in "Special paper".**

Note

❒ When you select **[Tab Stock]**, press **[-]** or **[+]** to set the amount of shifting the tab stock.

❸ **Press [OK].**

6 **Place originals, and then press the 【Start】 key.**

7 **When the copy job is finished, press the 【Clear Modes】 key to clear the settings.**

Copy Functions

Adjusting Copy Image Density

Three types of adjustment are available:

❖ **Auto image density**
The machine automatically adjusts image density.

❖ **Manual image density**
You can adjust the density of the original in nine increments.

❖ **Combined auto and manual image density**
Use when copying originals with dirty backgrounds (such as newspaper print). You can adjust foreground density while leaving the background unchanged.

Auto image density

1 **Make sure [Auto Image Density] is selected.**

Manual image density

1 **Press [Auto Image Density] to cancel it.**

2 **Press [Lighter] or [Darker] to adjust image density.**

Combined auto and manual image density

1 **Make sure [Auto Image Density] is selected.**

2 **Press [Lighter] or [Darker] to adjust the density.**

Selecting Original Type Setting

Select one of the following six types to match originals:

❖ **Text**
Select this mode when originals contain only text (no pictures).

❖ **Photo**
Delicate tones in photographs and pictures can be reproduced with this mode.

❖ **Text/Photo**
Select Text/Photo when originals contain photographs or pictures with text.

❖ **Pale**
Select this mode for originals that have light lines written in pencil, or for faintly copied slips. Faint lines will be clearly copied.

❖ **Generation**
If originals are copies (generation copies), copy image can be reproduced sharply and clearly.

❖ **Dark Background**
When you copy originals with dark background such as color tab stock (orange, green, or blue), you can remove the background color in three levels.

Note

❒ **[Dark Background]** appears only when you set Dark Background to **[On]** and Original Type Display to **[Hide]** with the User Tools. See p.128 “Dark Background” and p.129 “Original Type Display”.

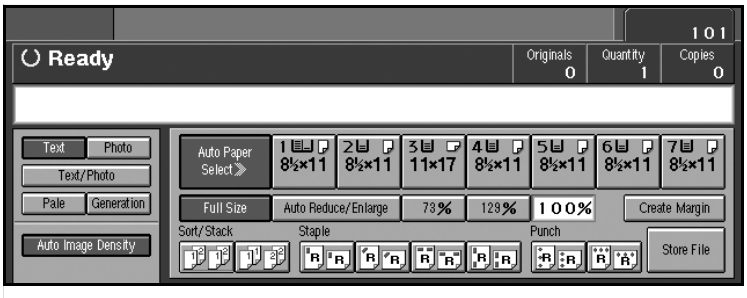
❒ If you select this mode, the auto image density function is disabled, but **[Lighter]** or **[Darker]** is enabled.

Reference

You can hide the original type display. See p.126 “Original Type Priority”.

You can set the picture quality for each original type. See p.128 “General Features - Image Adjustment”.

1 Press the appropriate key to select the original type.



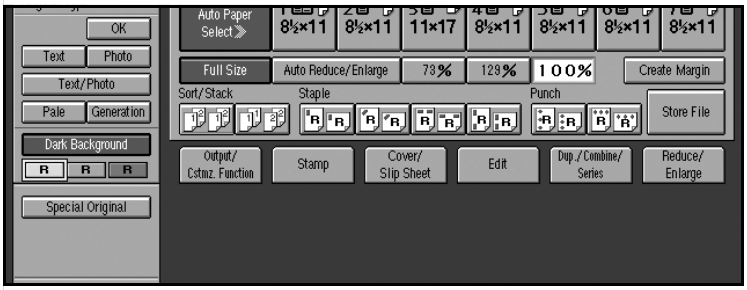
When the original type keys are not displayed

1 **Press [Original Type].**

2 **Select the type, and then press [OK].**

When the dark background is selected

❶ **Select the density of the background in three levels.**



❷ **Press [OK].**

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine automatically selects a suitable size of copy paper, based on original size and reproduction ratio.

Reference

For Auto Paper Selection, see p.8 “Sizes Detectable by Auto Paper Select”.

❖ **Manual Paper Select**

Choose the tray containing the paper you want to copy onto, bypass tray or the LCT.

Reference

For manual paper selection, see p.9 “Sizes difficult to detect”.

You can hide the paper type display.

Only the paper trays set to **[Off]** or **[Recycled Paper]** in “Paper Type” and also set to **[On]** in “Apply Auto Paper Select” can be selected in Auto Paper Select mode. See “Paper Tray Settings”, *General Settings Guide*.

Auto Paper Select

1 **Make sure that [Auto Paper Select] is selected.**

Note

❒ Trays with a key mark will not be automatically selected. See "Paper Tray Settings", *General Settings Guide*.

Manual Paper Select

1 **Select the paper tray, multi bypass tray (Tray 7), or LCT.**

The indicator corresponding to the selected paper tray is highlighted.

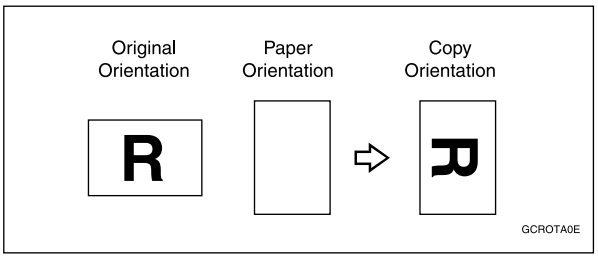
When the paper type keys are not displayed

1 **Press [Auto Paper Select].**

2 **Select the paper type.**

Rotated copy

If the orientation in which an original is placed (or) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See p.33 "Auto Paper Select".



Note

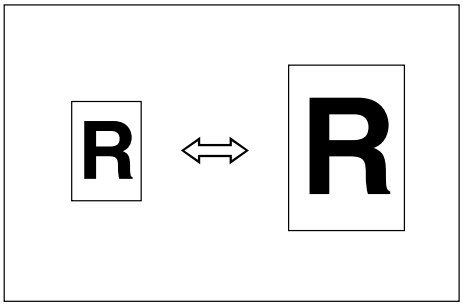
❒ This function is enabled when **[Auto Paper Select]** or **[Auto Reduce/Enlarge]** is selected. See p.33 "Selecting Copy Paper" and p.37 "Auto Reduce/Enlarge".

❒ The default for "Auto Tray Switching" is "With image rotation". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or **[Off]**. See p.127 "Auto Tray Switching".

❒ Depending on the settings for the Staple or Punch function, you cannot use Rotated Copy. See p.46 "Staple", or p.50 "Punch".

Preset Reduce/Enlarge

You can select a preset ratio for copying.



Reference

You can display two types of enlarge/reduce ratio. See p.131 “Shortcut R/E”.

You can change the displayed ratio from the default to the frequently used one. See p.131 “Preset Reduce/Enlarge”.

You can change the priority of Reduce/Enlarge ratio. See p.131 “Preset Reduce/Enlarge Priority”.

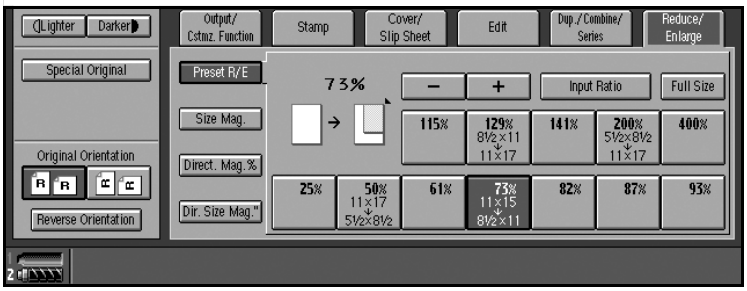
1 **Press [Reduce/Enlarge].**

Note

❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key, and then proceed to step **4**.

2 **Check that [Preset R/E] is selected.**

3 **Select a ratio.**



4 **Place originals, and then press the【Start】key.**

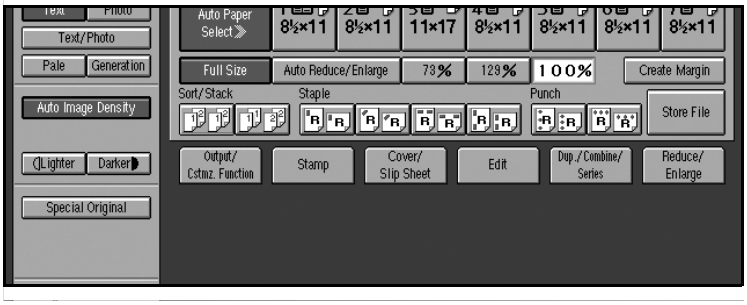
Create Margin Mode

Use “Create Margin” to reduce the image to 93% of its original size and to place the reduced image at the center. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

Reference

For setting margins, see p.131 “Create Margin Ratio”.

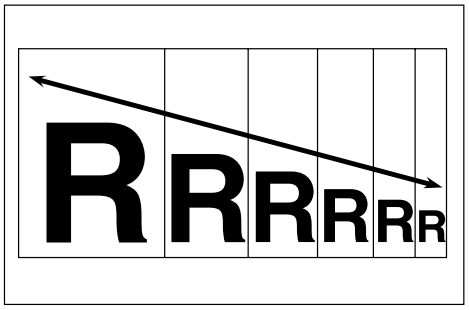
① Press **[Create Margin]**.



② If you do not want to combine it with the Reduce/Enlarge function, place originals, and then press the 【Start】 key.

Zoom

You can change the reproduction ratio (25% to 400%) in increments of 1%.



Note

❒ You can select a preset ratio nearest the desired ratio, then adjust the ratio with **[+]** or **[−]**.

1 **Press [Reduce/Enlarge].**

2 **Enter the ratio.**

To select a ratio with **[+]** and **[−]**

❶ **Select a preset ratio that is closest to the desired ratio.**

❷ **Adjust the ratios with [+] or [−].**

Note

❒ To change the ratio in 1% increments, just press **[+]** or **[−]**. To change the ratio in 10% increments, press and hold down **[+]** or **[−]**.

❒ If you have entered a ratio incorrectly, readjust using **[+]** or **[−]**.

To enter a ratio using the number keys

❶ **Press [Input Ratio].**

❷ **Enter the desired ratio using the number keys.**

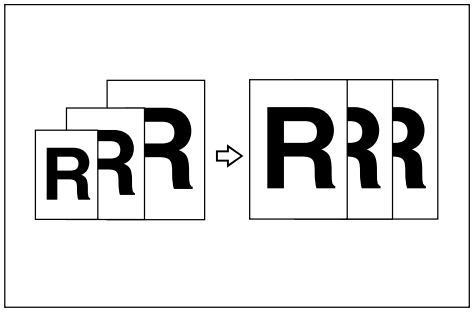
❸ **Press the 【#】 key.**

❹ **Press [OK].**

3 **Place originals, and then press the 【Start】 key.**

Auto Reduce/Enlarge

The machine can select an appropriate reproduction ratio based on the paper and original sizes you select.



Note

❒ When using Auto Reduce/Enlarge, see the following table for usable original sizes and orientations.

❖ **Metric version**

Where original is placed	Original size and orientation
Exposure glass	A3↕, B4↕, A4↔↕, A5↔, B5↔↕, 8 1/2" × 13"↕
ADF	A3↕, B4↕, A4↔↕, B5↔↕, A5↔↕, 8 1/2" × 11"↔↕, 8 1/2" × 13"↕, 11" × 17"↕, 8K↕, 16K↔↕

❖ **Inch version**

Where original is placed	Original size and orientation
Exposure glass	11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕, 5 1/2" × 8 1/2"↔
ADF	A3↕, A4↔↕, 11" × 17"↕, 11" × 15"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕, 10" × 14"↕, 5 1/2" × 8 1/2"↔↕, 8" × 13"↕, 8" × 10"↕

Reference

For originals whose size is difficult to detect automatically, see p.9 “Sizes difficult to detect”.

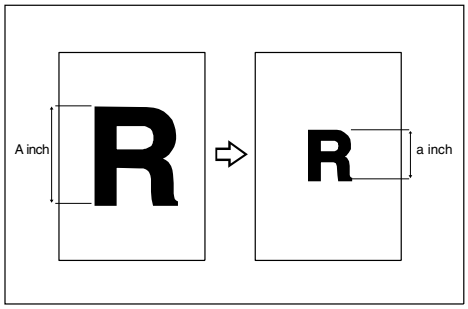
1 **Press [Auto Reduce/Enlarge].**

2 **Select the paper tray.**

3 **Place originals, and then press the 【Start】 key.**

Size Magnification

This function calculates an enlargement or reduction ratio based on the lengths of the original and copy.



Note

❒ Measure and specify the lengths of the original and copy by comparing "A" with "a."

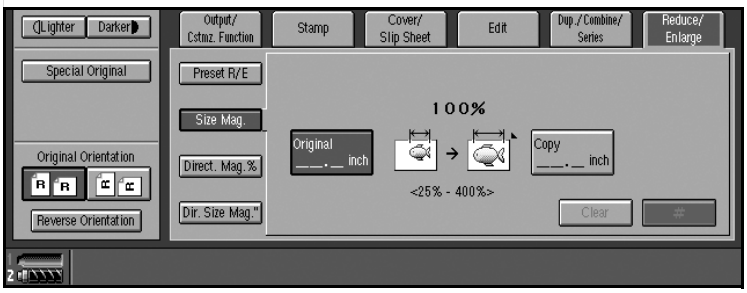
❒ You can enter sizes within the following ranges.

Metric version	1 – 999 mm (in 1 mm increments)
Inch version	0.1" – 99.9" (in 0.1" increments)

1 Press [Reduce/Enlarge].

2 Press [Size Mag.].

3 Enter the length of the original using the number keys, and then press [#] or the 【#】 key.



4 Enter the length of the copy using the number keys, and then press [#] or the 【#】 key.

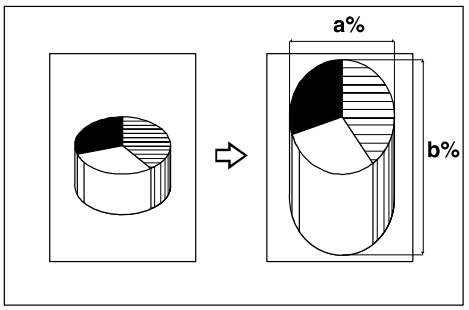
Note

❒ To change the length after pressing **[#]** or the 【#】 key, select **[Original]** or **[Copy]**, and then enter the desired length.

5 Place originals, and then press the 【Start】 key.

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios, horizontally and vertically.



a: Horizontal ratio

b: Vertical ratio

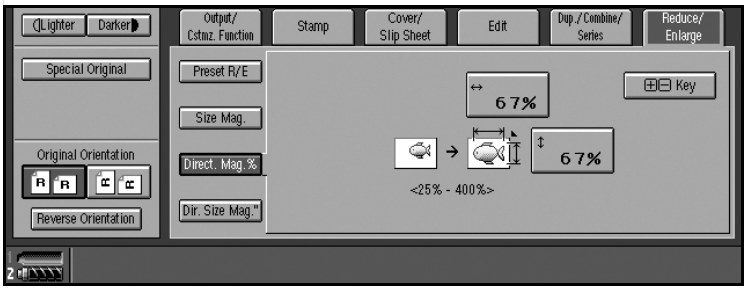
Note

❒ You can also select a preset ratio closest to the desired ratio using **[Reduce]** or **[Enlarge]**, and then adjust with **[+]** or **[—]**.

❒ You can set the ratio from 25 to 400% in 1% increments.

1 **Press [Reduce/Enlarge].**

2 **Press [Direct. Mag.%].**



To enter a ratio using the number keys

❶ **Enter the desired horizontal ratio using the number keys, and then press [#] or the [#] key.**

❷ **Enter the desired vertical ratio using the number keys, and then press [#] or the [#] key.**

To specify a ratio with [+] and [—]

❶ **Press [+— Key].**

❷ **Adjust the horizontal ratio using [+] or [−].**

Note

❒ Pressing **[+]** or **[−]** changes the ratio in 1% increments. Pressing and holding down **[+]** or **[−]** changes it in 10% increments.

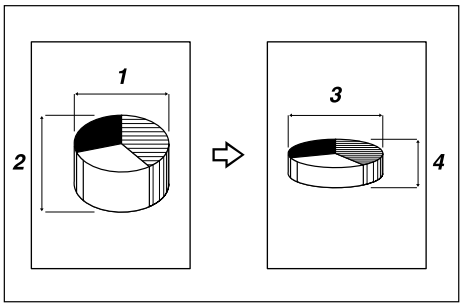
❒ If you have entered a ratio incorrectly, readjust using **[+]** or **[−]**.

❸ **Adjust the vertical ratio using [+] or [−].**

3 **Place originals, and then press the 【Start】 key.**

Directional Size Magnification (inch)

Optimal reproduction ratios are automatically selected when you enter the required horizontal and vertical lengths of the original and copy image.



1. **Horizontal original size**

2. **Vertical original size**

3. **Horizontal copy size**

4. **Vertical copy size**

Note

❒ Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

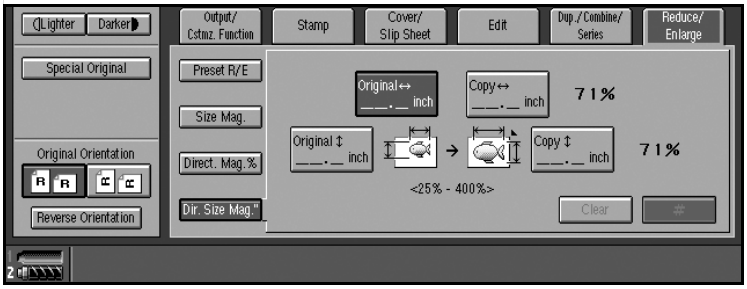
❒ You can enter sizes within the following ranges.

Metric version	Vertical: 1 – 999 mm (in 1 mm increments) Horizontal: 1 – 999 mm (in 1 mm increments)
Inch version	Vertical: 0.1″ – 99.9″ (in 0.1″ increments) Horizontal: 0.1″ – 99.9″ (in 0.1″ increments)

1 **Press [Reduce/Enlarge].**

2 **Press [Dir. Size Mag.”].**

3 **Enter the horizontal size of the original using the number keys, and then press [#] or the 【#】 key.**



4 **Enter the horizontal size of the copy using the number keys, and then press [#] or the 【#】 key.**

5 **Enter the vertical size of the original using the number keys, and then press 【#】.**

6 **Enter the vertical size of the copy using the number keys, and then press [#] or the 【#】 key.**

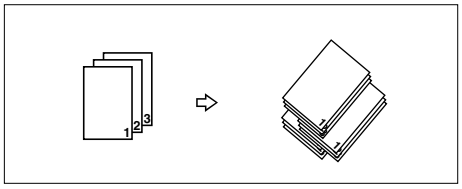
Note

❒ To change a length, press the key you want to change and enter the new value.

7 **Place originals, and then press the 【Start】 key.**

Sort

Each time copies of a set or those of a different job are delivered, the next copy set is shifted when delivered, so that you can separate sets or jobs.



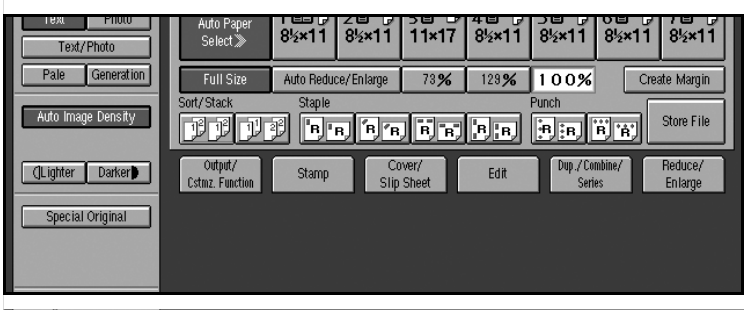
Note

❒ You can select whether to shift or not. See p.139 “Sort/Stack Shift Tray Setting”.

Reference

For setting conditions, see p.139 “Memory Full Auto Scan Restart”, p.139 “Sort/Stack Shift Tray Setting”, and p.127 “Auto Tray Switching”.

1 **Press [ ].**



2 **Enter the number of copy sets using the number keys.**

Note

❒ The maximum number of sets is 9999.

❒ To confirm the type of finishing, press the **【Sample Copy】** key. See p.43 "Sample copy".

3 **Place originals, and then press the 【Start】 key.**

Note

❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the ADF, set so that the last page is on the bottom.

❒ When placing an original on the exposure glass or in the ADF using batch and SADF mode, press the **【#】** key after all the originals have been scanned.

Sample copy

Use this function to check copy settings before making a long copy run.

Note

❒ This function can be used only when the Sort function has been turned on.

1 **Select Sort and any other required functions, and then place originals.**

2 **Press the 【Sample Copy】 key.**

One copy set is made as a sample.

3 **If the sample is acceptable, press [Print].**

The number of copies made is the number specified, minus one for the proof copy.

Note

❒ If you press **[Suspend]** after checking the results, return to step **1** to adjust copy settings as necessary. You can change the settings for Staple, Punch, Margin Adjust, and Designate. However, depending on the combination of functions, you may not be able to change certain settings.

❒ Changing the image density which can do either lighter or darker for certain levels affects to print the rest of the pages.

Changing the number of sets

You can change the number of copy sets during copying.

Note

❒ This function can only be used when the Sort function is operative.

1 **When "Copying" is displayed, press the 【Stop】 key.**

2 **Press [Change Quantity].**

Note

❒ If you set one set of copy, you cannot change the number of sets.

3 **Enter the number of copy sets using the number keys, and then press the 【#】 key.**

Note

❒ The number of sets you can enter depends on when the 【Stop】 key is pressed.

4 **Press [Continue].**

Copying starts again.

When memory is full

If the amount of data of the scanned originals exceeds the capacity of memory, scanning is interrupted.

Note

❒ The number of pages that can be stored in memory is about 2000 pages of A4 size originals. It depends on the type of originals or memory settings.

Reference

In Sort mode, you can complete scanning and copying by copying the scanned pages stored in memory until it becomes full, and then scanning and copying the remained originals. See p.139 "Memory Full Auto Scan Restart".

1 **Press the 【Start】 key.**

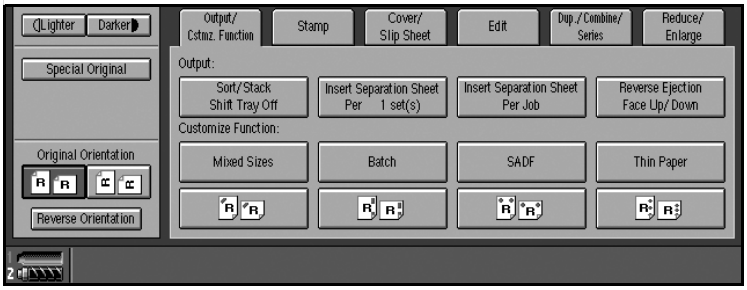
All scanned pages are copied, and data stored in memory are cleared.

2 **Remove the copies, and then continue copying following the instructions on the display.**

Shift tray off in sort/stack

1 **Press [Output/Cstmz. Function].**

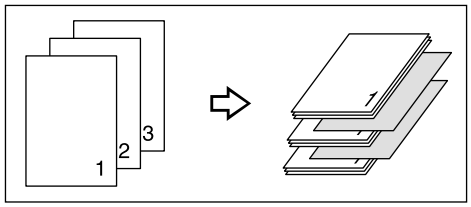
2 **Press [Sort/Stack Shift Tray Off].**



3 **Place originals, and then press the【Start】key.**

Separation

Use this function to have separation sheets inserted between sets.



Preparation

Before selecting this function, set the tray for separation sheets. See "Paper Tray Settings", *General Settings Guide*.

Reference

You can select to have separation sheets inserted between every set, or every so many sets. See p.139 "Input/Output".

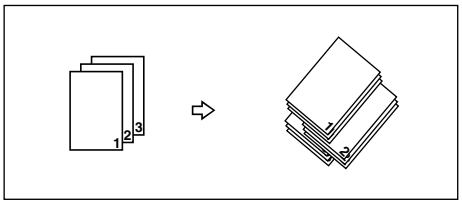
1 **Press [Output/Cstmz. Function].**

2 **Press [Insert Separation Seet Per 1 sets(s)] or [Insert Separation Sheet Per Job].**

3 **Place originals, and then press the【Start】key.**

Stack

This function collates copies of pages from a multi-page original. Stacks of each page's copies are shifted for ease of separation.



2

1 **Press [ ].**

2 **Enter the number of copies using the number keys.**

3 **Place originals, and then press the 【Start】 key.**

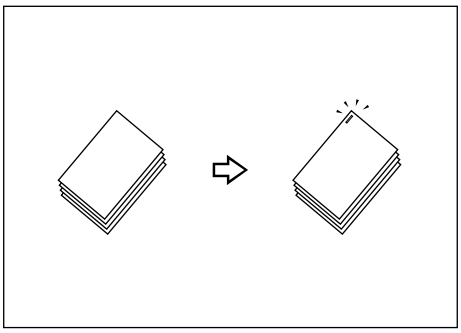
Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the last page is on the bottom.

❒ When placing originals on the exposure glass or in the ADF using batch mode, press the 【#】 key after all have been scanned.

Staple

Each copy set can be stapled together.



GCSTAP1E

Important

❒ If you staple copies without the stapler cartridge for Saddle Stitch when using the booklet finisher, a paper misfeed may occur.

Note

❒ The following types of paper cannot be stapled:

- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Coated paper
- Curled paper
- Highly flexible paper
- Paper of mixed sizes (differing horizontal dimensions, such as A4 ▭ and A3 ▭)

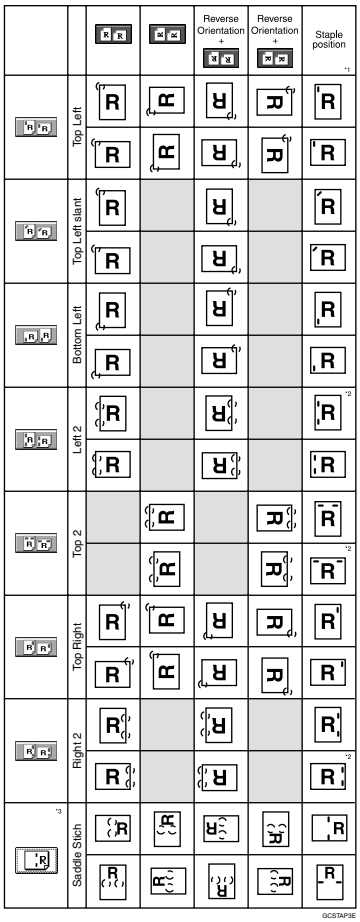
Reference

You can change the stapling position set on the staple keys. See p.139 “Select Staple Position”.

You can store the stapling position for the customize function, see p.109 “Customize function”.

Stapling position and original setting

Place all originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to the original, staple positions are as follows:

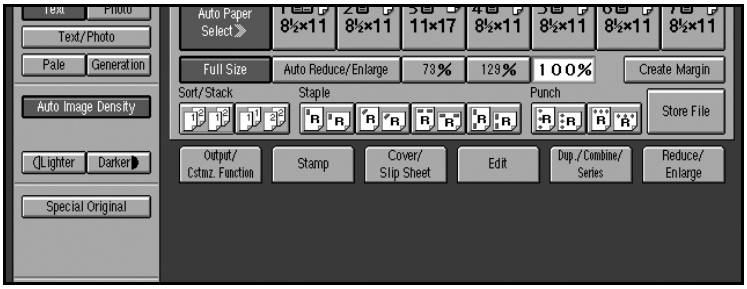


*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 (11" × 17") or B4 ($8^1/_2$" × 14") size paper.

*3 Saddle stitch is available only on the booklet finisher.

1 **Select one of the stapling positions.**



Note

❒ When you select the stapling position, Sort mode is automatically selected.

Reference

p.48 “Stapling position and original setting”

2 **Enter the number of copy sets using the number keys.**

3 **Place originals, and then press the 【Start】 key.**

Note

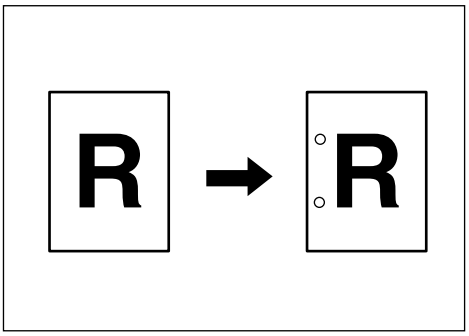
❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the last page is on the bottom.

❒ When placing originals on the exposure glass or in the ADF using batch or SADF mode, press the 【#】 key after all have been scanned.

Punch

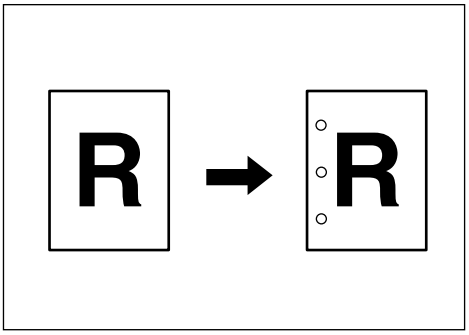
The optional finisher and punch unit are required to use this function.
This function makes punch holes in copies.

❖ **2 holes**



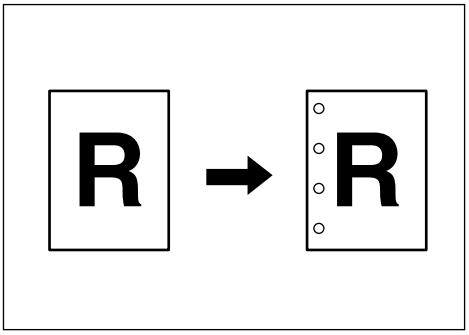
GCPNCH1E

❖ **3 holes**



GCPNCH3E

❖ **4 holes**



GCPNCH0E

Note

❒ The 4 - hole punch type is only capable of punching in the 4 - hole format.

Reference

You can change the punch type set on the punch keys. See p.140 “Select Punch Type”.

When you want to punch on the right, see p.130 “Customize Function: Copy”.

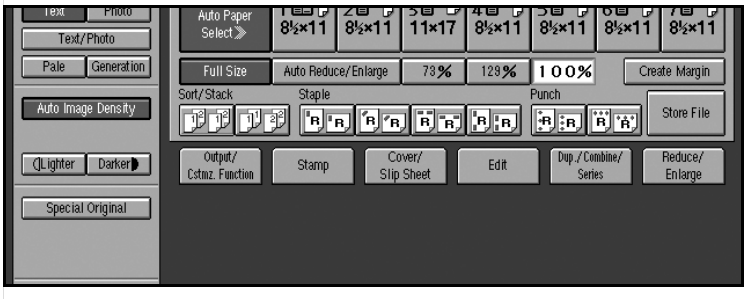
Punch hole positions

		Orientation in which original is set			Punch hole positions
			Exposure glass	ADF	
Standard	2 holes				
	3 holes				
	4 holes				

		Orientation in which original is set			Punch hole positions
			Exposure glass	ADF	
90° Turn	2 holes				
	3 holes				
	4 holes				

The above table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery.

1 **Select the punch position.**



2 **Place the originals, and then press the 【Start】 key.**

Note

❒ For 90° turn punch type, press [ ].

Duplex

There are two types of duplex.

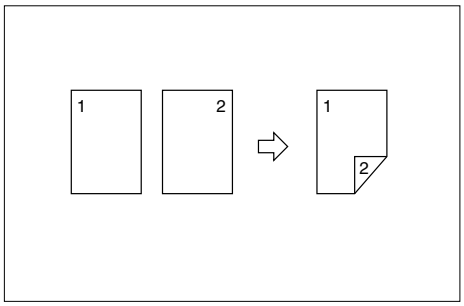
Note

❒ You cannot use the following copy paper with this function:

- Paper smaller than A5, $5^1/_2" \times 8^1/_2"$
- Paper thicker than 163 g/m^2, 40 lb.
- Paper thinner than 64 g/m^2, 17 lb.
- Tab stock
- Translucent paper
- Label paper (adhesive labels)
- OHP transparencies

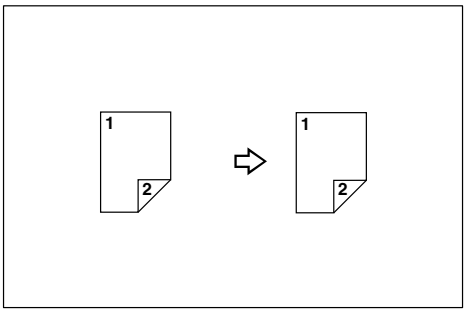
❖ **1 Sided → 2 Sided**

Copies 2 one–sided pages onto 1 two–sided page.



❖ **2 Sided → 2 Sided**

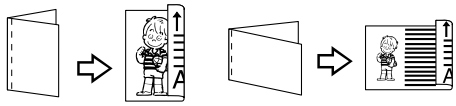
Copies 1 two–sided page onto 1 two–sided page.



Originals and copy orientation

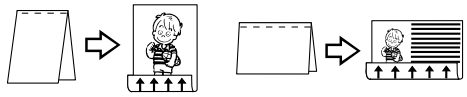
You can select the orientation to copy two-sided originals onto two-sided pages.

- Top to Top



Duplex1

- Top to Bottom



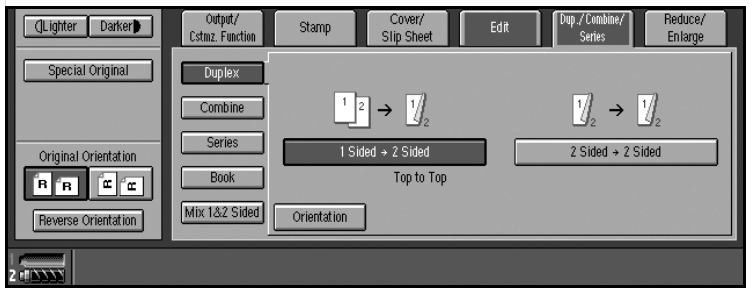
Duplex2

Note

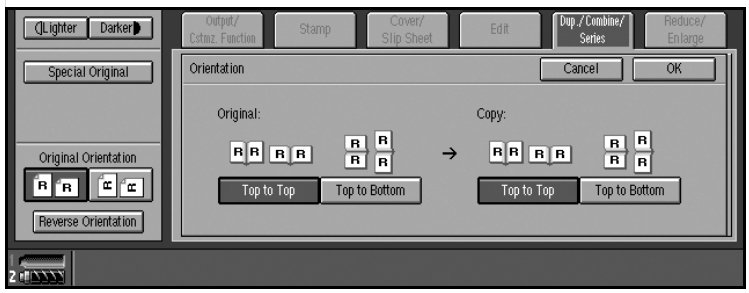
❒ The Default is **[Top to Top]**. You can change the default orientation with the User Tools. See p.126 “Original Orientation in Duplex Mode”.

1 **Press [Dup./Combine/Series].**

2 **Check that [Duplex] is selected.**



3 **Press [Orientation], and then select orientation for Original and Copy.**

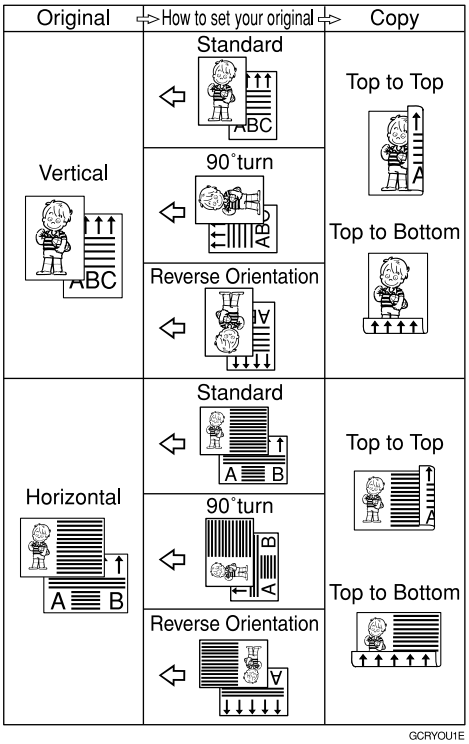


4 **Press [OK].**

5 **Place originals, and then press the 【Start】 key.**

Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place originals (widthwise ⊡, or lengthwise ⊡).



The above table shows the orientation of images on the front and back of copies, not the direction of delivery.

Note

❒ The paper used for duplex is 64 to 163 g/m^2.

Reference

The images are copied shifted by the set margin. You can change the position and size of the margin. See p.74 “Margin Adjustment”, p.132 “1→2 sided Auto Back Side Margins:T to T”, and p.132 “1→2 sided Auto Back Side Margins :T to B”.

1 Press [Dup./Combine/Series].

2 Check that [Duplex] is selected.

3 Select the duplex type (1 Sided→2 Sided/2 Sided→ 2 Sided).

4 Press [Orientation], and then select orientation.

5 Press [OK].

6 **Place originals, and then press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the last page is on the bottom.

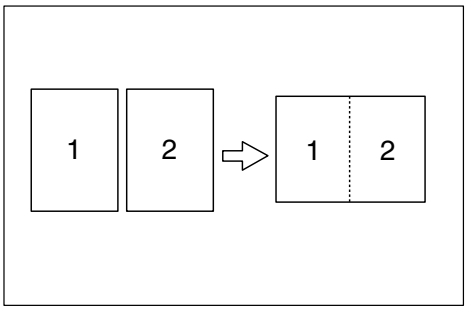
❒ When placing originals on the exposure glass or in the ADF using batch or SADF mode, press the 【#】 key after all have been scanned.

1 Sided Combine

Combine several pages onto one side of a sheet.

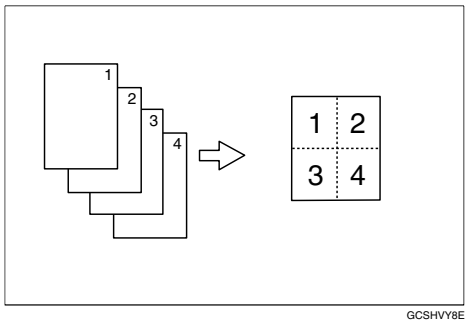
❖ **1 Sided, 2 Pages → Combine 1 Side**

Copies 2 one-sided originals to one side of a sheet.



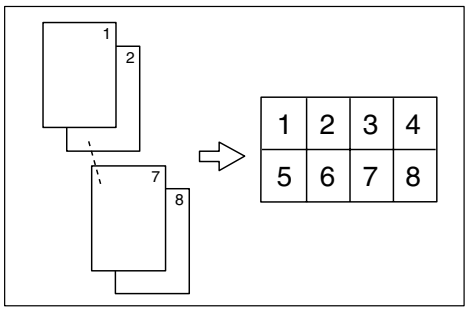
❖ **1 Sided, 4 Pages → Combine 1 Side**

Copies 4 one-sided originals to one side of a sheet.



❖ 1 Sided, 8 Pages → Combine 1 Side

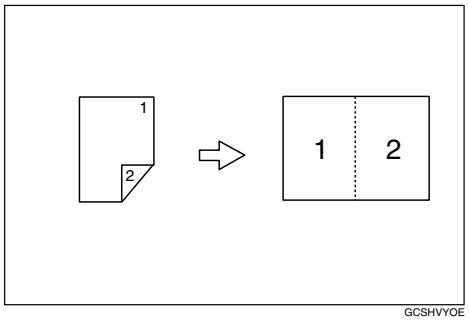
Copies 8 one-sided originals to one side of a sheet.



GCSHVY3E

❖ 2 Sided, 1 Page → Combine 1 Side

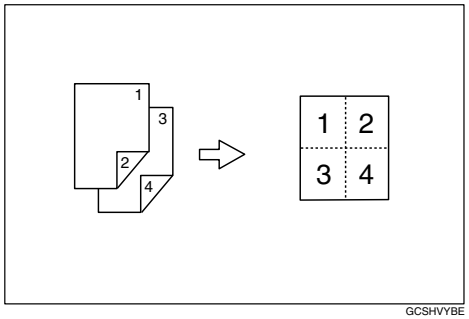
Copies 1 two-sided original to one side of a sheet.



GCSHVYOE

❖ 2 Sided, 2 Pages → Combine 1 Side

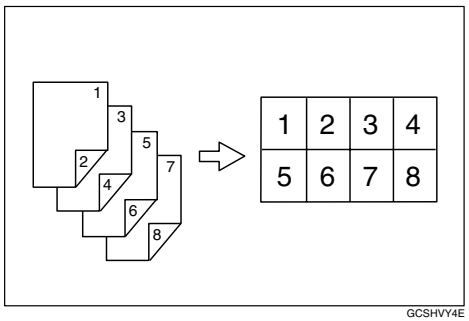
Copies 2 two-sided originals to one side of a sheet.



GCSHVYBE

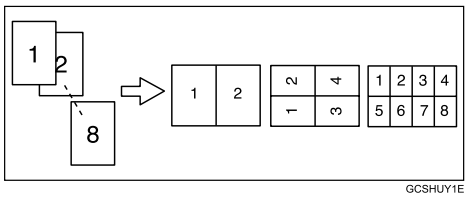
❖ 2 Sided, 4 Pages → Combine 1 Side

Copies 4 two–sided originals to one side of a sheet.

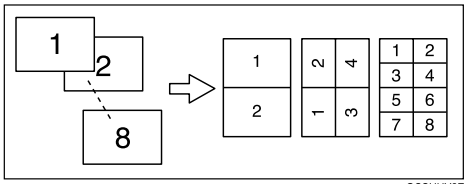


❖ Orientation of the Original and Image Position of Combine

- Open to Left ⎙ Originals



- Open to Top ⎙ Originals



Reference

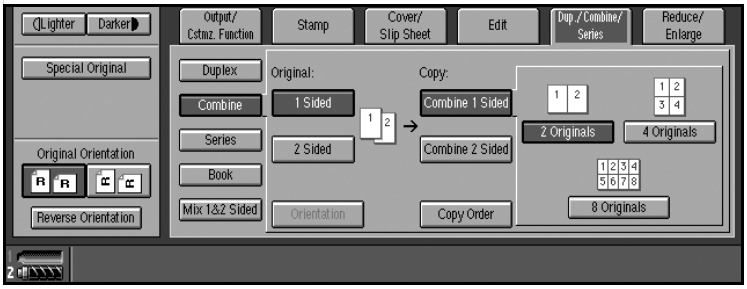
You can insert lines to separate images. See p.134 “Separation Line in Combine”.

You can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals in Combine mode. See p.132 “Erase Original Shadow in Combine”.

You can set the copy order in Combine mode. See p.135 “Copy Order in Combine”.

1 **Press [Dup./Combine/Series].**

2 **Press [Combine].**

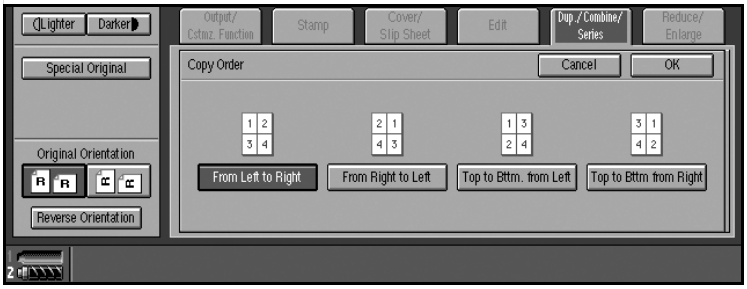


3 **Check that [Combine 1 Sided] is selected, and then press [1 Sided] or [2 Sided].**

To change the copy order

❶ **Press [Copy Order].**

❷ **Select copy order, and then press [OK].**



4 **Select the number of originals to combine.**

5 **Select the paper size.**

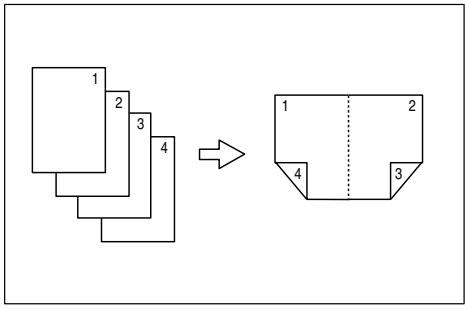
6 **Place originals, and then press the 【Start】 key.**

2 Sided Combine

Combines various pages of originals onto one sheet sides.

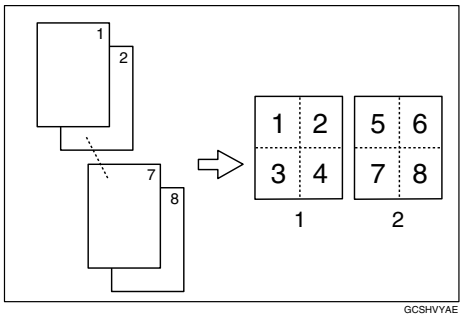
❖ **1 Sided, 4 Pages → Combine 2 Side**

Copies 4 one-sided originals to one sheet with two pages per side.



❖ **1 Sided, 8 Pages → Combine 2 Side**

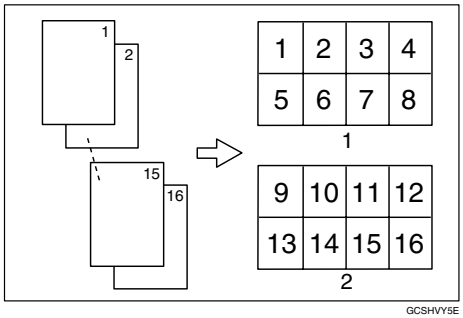
Copies 8 one-sided originals to one sheet with four pages per side.



1. **Front**
2. **Back**

❖ **1 Sided, 16 Pages → Combine 2 Side**

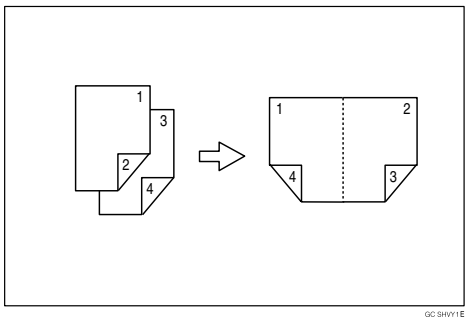
Copies 16 one-sided originals to one sheet with eight pages per side.



1. **Front**
2. **Back**

❖ 2 Sided, 4 Pages → Combine 2 Side

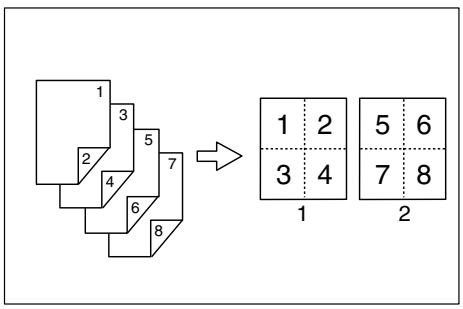
Copies 2 two-sided originals to one sheet with two pages per side.



GC SHVY1E

❖ 2 Sided, 8 Pages → Combine 2 Side

Copies 4 two-sided originals to one sheet with four pages per side.

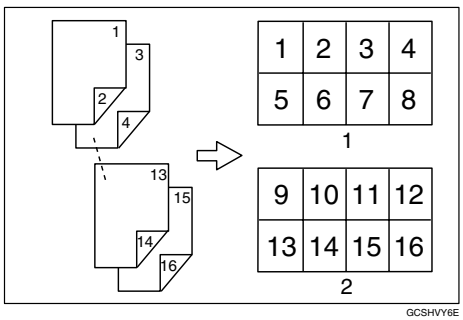


GCSHVY2E

1. **Front**
2. **Back**

❖ 2 Sided, 16 Pages → Combine 2 Side

Copies 8 two-sided originals to one sheet with eight pages per side.



GCSHVY6E

1. **Front**
2. **Back**

Reference

p.58 “Orientation of the Original and Image Position of Combine”.

For related initial settings, see p.132 “Erase Original Shadow in Combine”, p.135 “Copy Order in Combine”, and p.134 “Separation Line in Combine”.

2

1 **Press [Dup./Combine/Series].**

2 **Press [Combine].**

3 **Press [Combine 2 Sided], and then press [1 Sided] or [2 Sided] for originals.**

Reference

To change the orientation of original and copy, press **[Orientation]**. See p.54 “Originals and copy orientation”.

To change the copy order

❶ **Press [Copy Order].**

❷ **Select copy order, and then press [OK].**

4 **Select the number of originals to combine.**

5 **Select the paper size.**

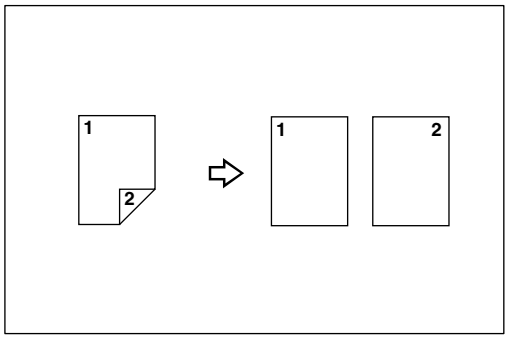
6 **Place originals, and then press the 【Start】 key.**

Series Copies

Separately copies the front and back of a two-sided original, or the two facing pages of a bound original onto two sheets.

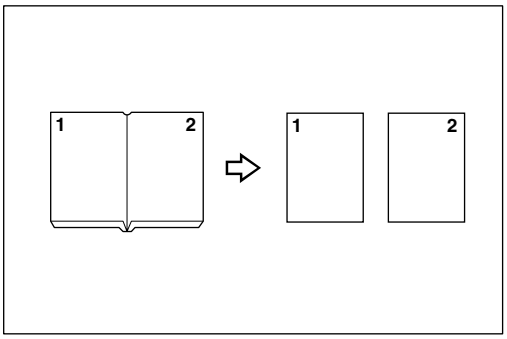
❖ 2 Sided → 1 Sided

You can make one-sided copies from two-sided originals.



❖ Book → 1 Sided

You can make one-sided copies from two facing pages of a bound original (book).



Note

❒ See the following table when you select original and copy paper sizes with a 100 % ratio.

❖ Metric version

Original	Copy paper
A3	A4 ⊐ × 2 sheets
B4	B5 ⊐ × 2 sheets
A4	A5 ⊐ × 2 sheets

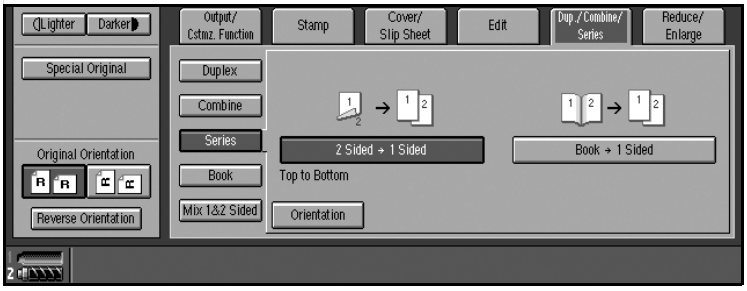
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" × 2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" × 2 sheets

1 **Press [Dup./Combine/Series].**

2 **Press [Series].**

3 **Press [2 Sided → 1 Sided] or [Book → 1 Sided].**



Reference

If you select **[2 Sided → 1 Sided]** and want to change the orientation, press **[Orientation]**. See p.54 "Originals and copy orientation".

4 **Check that [Auto Paper Select] is selected.**

Note

❒ The default is "Top to Top". You can change this setting with the User Tools. See p.126 "Original Orientation in Duplex Mode".

5 **Place originals, and then press the 【Start】 key.**

Note

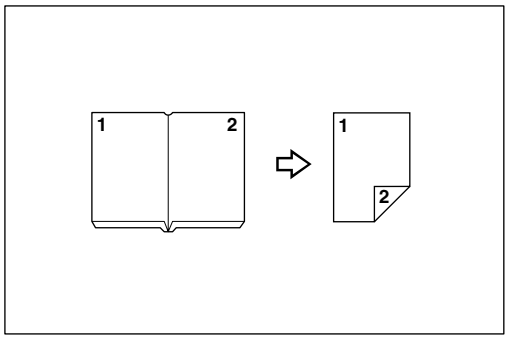
❒ When all originals are scanned, press the 【#】 key.

Copying Book Originals

A book is made by copying two or more originals in page order.

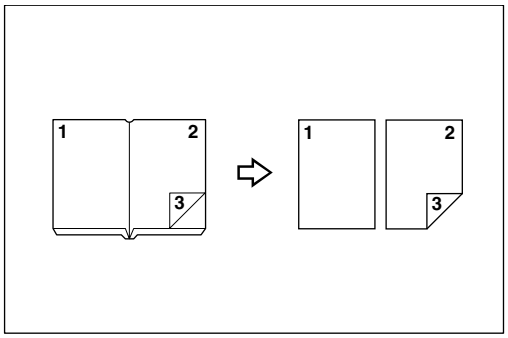
❖ **Book → 2 Sided**

Copies a two-page spread original onto both sides of a sheet.



❖ **Multi → 2 Sided**

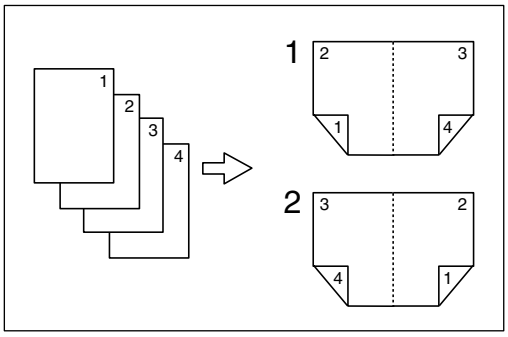
Copies each two-page spread original as it is onto both sides of a sheet.



❖ **Booklet**

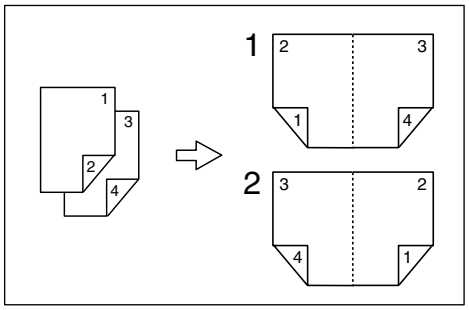
Make copies in page order for a folded booklet.

- 1 Sided → Booklet



1. **Open to Left**
2. **Open to Right**

- 2 Sided → Booklet

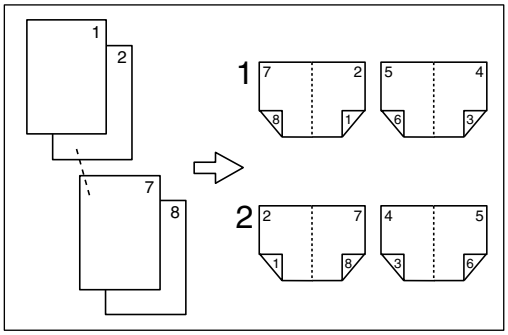


1. **Open to Left**
2. **Open to Right**

❖ **Magazine**

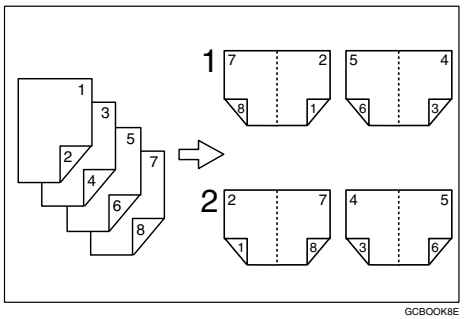
Copies two or more originals to make copies in page order (for when they are folded and stacked).

- 1 Sided → Booklet



1. **Open to Left**
2. **Open to Right**

- 2 Sided → Magazine



1. **Open to Left**
2. **Open to Right**

Note

❒ The machine sets the reproduction ratio automatically to match the paper size and copies the originals together onto the paper.

❖ Metric version

Original	Copy paper
A3□	A4 (2-sided)
B4□	B5 (2-sided)
A4□	A5 (2-sided)

❖ Inch version

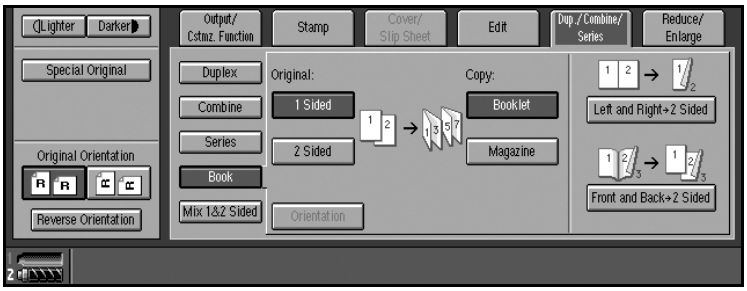
Original	Copy paper
11" × 17"□	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"□	$5^1/_2$" × $8^1/_2$" (2-sided)

Book → 2 Sided

1 **Press [Dup./Combine/Series].**

2 **Press [Book].**

3 **Press [Left and Right → 2 Sided].**



Reference

To change the orientation of original and copy, press **[Orientation]**. See p.54 "Originals and copy orientation".

4 **Place originals, and press the 【Start】 key.**

Multi → 2 Sided

1 **Press [Dup./Combine/Series].**

2 **Press [Book].**

3 **Press [Front and Back → 2 Sided].**

Reference

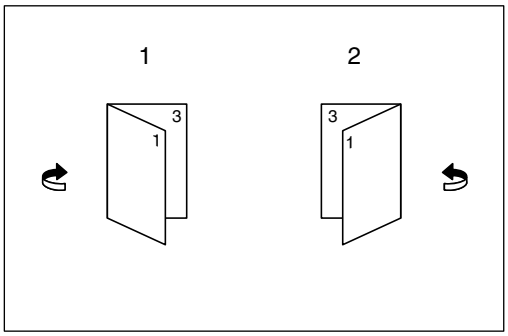
To change the orientation of original and copy, press **[Orientation]**. See p.54 "Originals and copy orientation".

4 **Place originals, and press the 【Start】 key.**

Booklet

❖ **How to fold copies to make a booklet**

Fold the copy so that a crease is in the center and open as shown in the following illustrations:



1. **Open to left**

2. **Open to right**

Note

❒ In this mode, the machine automatically sets the reproduction ratio to match the paper size and copies the originals together onto the paper.

Reference

You can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals in Combine mode. See p.132 "Erase Original Shadow in Combine".

You can insert lines to separate images. See p.134 "Separation Line in Combine".

1 **Set the orientation with the User Tools.**

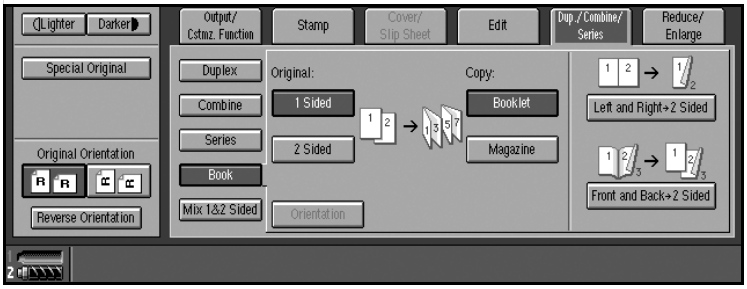
Reference

p.135 "Orientation: Booklet, Magazine"

2 **Press [Dup./Combine/Series].**

3 **Press [Book].**

4 **Press [1 Sided] or [2 Sided] for originals.**



5 **Press [Booklet].**

6 **Select the paper size.**

7 **Place originals, and then press the 【Start】 key.**

Note

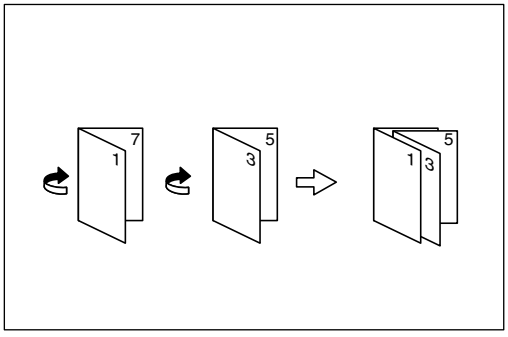
❒ When placing originals on the exposure glass or in the ADF in Batch mode, press the 【#】 key after all originals are scanned.

Magazine

❖ How to fold and stack copies to make a magazine

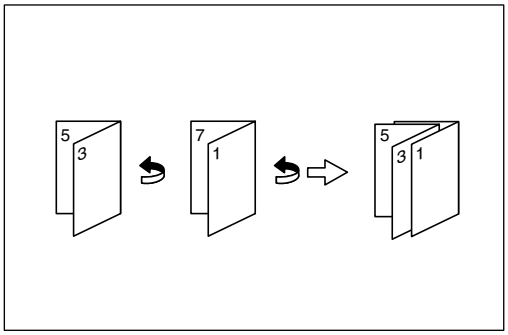
Fold and stack copies to make a magazine, and open as shown in the following illustrations:

- Open to left



GCBOOK5E

- Open to right



GCBOOK6E

Note

❒ In this mode, the machine sets the reproduction ratio automatically to match the paper size and copies the originals together onto the paper.

Reference

You can erase a 3 mm (0.1 inch) boundary margin around all four edges of originals in Combine mode. See p.132 “Erase Original Shadow in Combine”.

You can insert lines to separate images. See p.134 “Separation Line in Combine”.

1 **Set the orientation with the User Tools.**

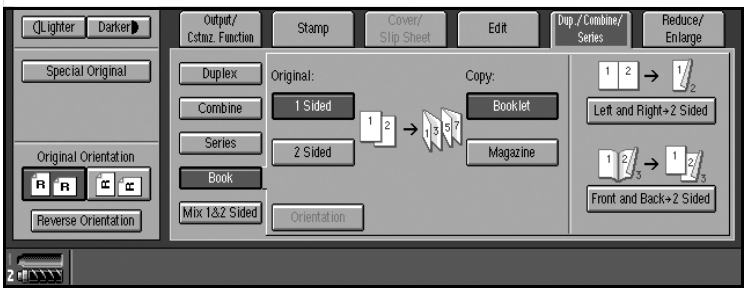
Reference

p.135 “Orientation: Booklet, Magazine”

2 **Press [Dup./Combine/Series].**

3 **Press [Book].**

4 **Press [1 Sided] or [2 Sided].**



5 **Press [Magazine].**

6 **Select the paper size.**

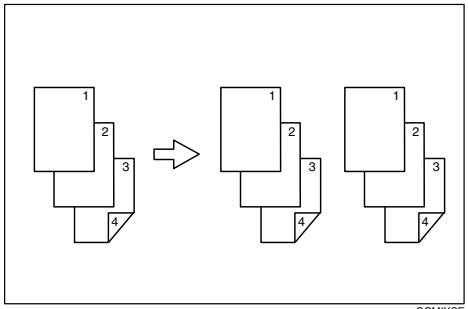
7 **Place originals, and then press the 【Start】 key.**

Note

❒ When placing originals on the exposure glass or in the ADF in batch or SADF mode, press the 【#】 key after all originals are scanned.

Mix 1 & 2 Sided

You can copy two types of original, one-sided and two-sided, onto one or both sides of a sheet.



Note

❒ You can scan originals from the exposure glass, batch mode or SADF mode.

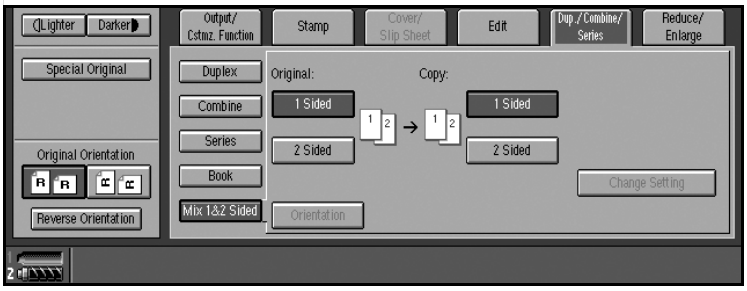
❒ You cannot combine with sample copy or designate function.

1 **Press [Dup./Combine/Series].**

2 **Press [Mix 1&2 Sided].**

3 **Place originals.**

4 **Select the type of original.**



5 **Select the type of copy.**

6 **Press the [Start] key.**

7 **Place the next originals, and then repeat steps 4 to 6.**

Note

❒ Press **[Change Settings]** if the originals end in odd page or when you want to change the copy page manually.

❒ **[Specify Pages to Print in Duplex]** function is available for jobs stored by selecting **[Store File]**.